User Manual

Calibration Process

(BSNL_PM_UM_06_Calibration_Process_V2.0.doc)

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Overview

Business Process Description Overview
Calibration can be performed on equipment in following scenarios: • While installing a new equipment or object or • On due date of calibration decided by the PM schedule • After carrying out any maintenance job on the equipment or object • If the measurement value indicated by the equipment is erratic • If demanded by any Statutory Authority. All the equipments or objects are calibrated with reference to corresponding Master Calibrator. Such Master Calibrators are calibrated at Accredited Laboratories (approved by GOI).In Service checks of master calibrators to be done as per guidelines of the accredited labs. After calibration of an equipment or object, Calibration Record needs to be maintained. Calibration process should be intimated on time for calibration requirements of equipment and also capture unscheduled calibration in system.

Calibration Process is used to gauge the accuracy of equipment. Calibration can be done at the time of installation, at regular intervals or when a malfunction is encountered.

Calibration

Calibration Maintenance process at BSNL will be executed either by BSNL work Centre team or through External Vendor

Calibration process by BSNL work centre:

Calibration process at BSNL involving BSNL work centers may be a planned or Unplanned scenario, but in majority of case it is planned process for adherence to a Statutory or maintenance requirement

Order will be created in the system based on the scheduling parameter mentioned In the plan .The operation will be as mentioned in the task list with inspection point 300 may be linked to the plan or may be explicitly linked to order as required

- The BSNL work center would choose the relevant inspection lot and record result For the master inspection characteristics maintained in the task list
- Based on the result recording the system is configured to automatically deliver a usage decision or the BSNL work center may manually take the usage decision
- After completing the calibration maintenance activity, the maintenance person Confirms the actual time with reference to the order
- The maintenance person also records the technical data which may be used for Root cause analysis. The maintenance planner then technically completes the Order
- The order settlement rule can be made manual or automatic, and Settlement process distributes the costs that accrued for the order to the defined Settlement receiver
- The order will be closed by setting the status Business Completion.

Calibration process by external vendor:

Calibration process at BSNL involving external vendor may be a planned or Unplanned scenario, but in majority of case it is planned process for adherence to a Statutory or maintenance requirement

Calibration Order will be created in the system based on the scheduling parameter Mentioned in the plan and the order may be created as required. The BSNL work Center would plan for the calibration as external service in order.

Purchase requisition would be generated in the SAP system and the service procurement process would follow

- After receiving the calibration certificate from the vendor the BSNL work center Will confirms with reference to the order. The calibration certificate will be stored External to the SAP system
- The maintenance person also records the technical data which is used for root Cause analysis.
- The maintenance planner then technically completes the order.
- The order settlement rule can be made manual or automatic, and settlement Process distributes the costs that accrued for the order to the defined settlement Receiver
- The order will be closed by setting the status Business Completion

Purpose

Use this procedure to carry out calibration process.

Trigger

Perform this procedure when a new internal work center is required.

Prerequisites

The following master data must exist:

- Maintenance Plan
- Sampling Procedure
- Master Inspection Characteristics
- Technical Object (Equipment)

Calibration Process Overview

The process of Preventive Maintenance shall consist of the following major activities:

1. Creation of Calibration Task Lists:
2. Creation of Calibration order
3. Result recording for inspection lot
4. Usage Decision

Process

The process of the Calibration shall be:

Task list is created including inspection characteristics.
Creation of calibration order

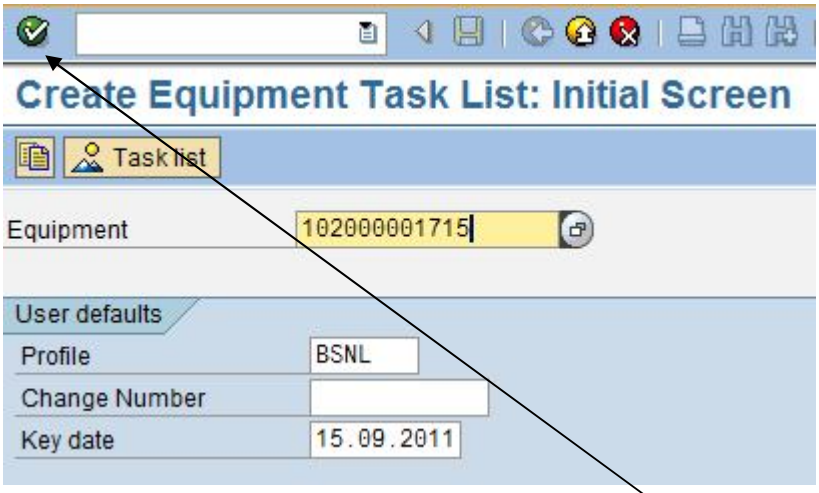
- Direct creation
- Automatic creation from maintenance plan

After release of order an inspection lot will be generated in the order.
Result recording will be done for the generated inspection lot
Usage decision will be given to accept the result recording.

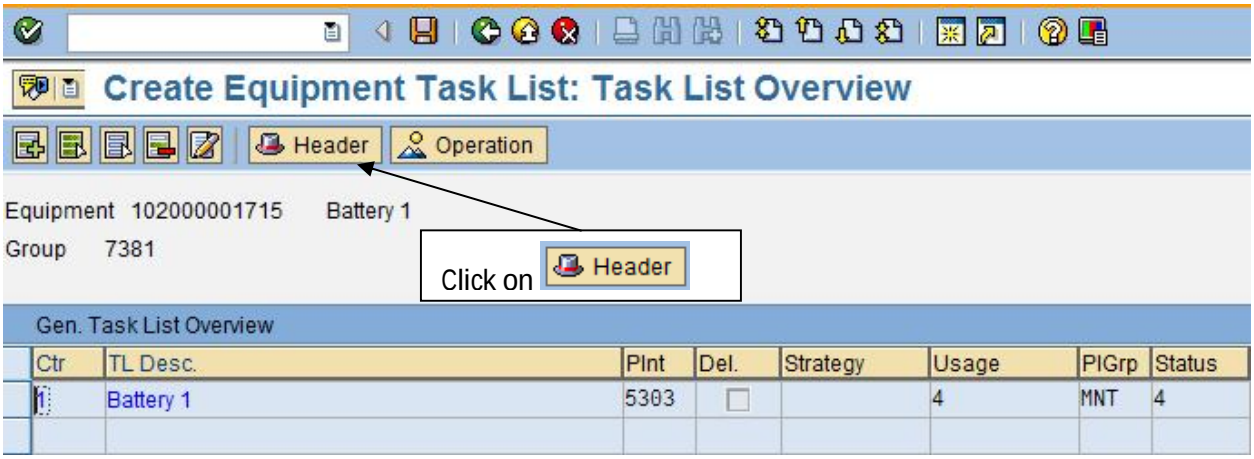
Calibration-Internal

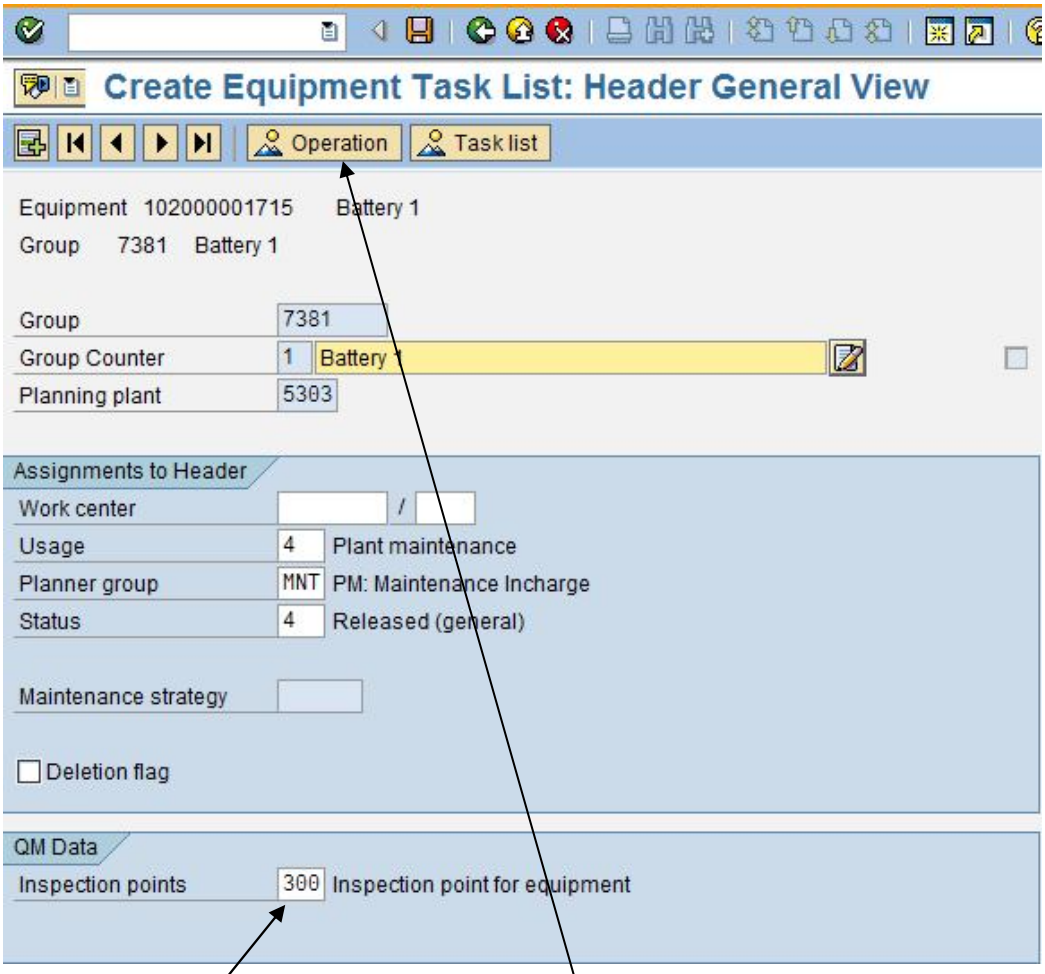
Create Equipment Calibration Task List

SAP Menu	SAP Menu---Logistics---Plant Maintenance---Preventive Maintenance---Work Scheduling---Task Lists---For Equipment---Create
T Code	Type **IA01** in Command Field and press
User Menu	Select corresponding Node for IA01 / Create



Input the Equipment Number and click on Continue or press the **Enter Key** on the keyboard

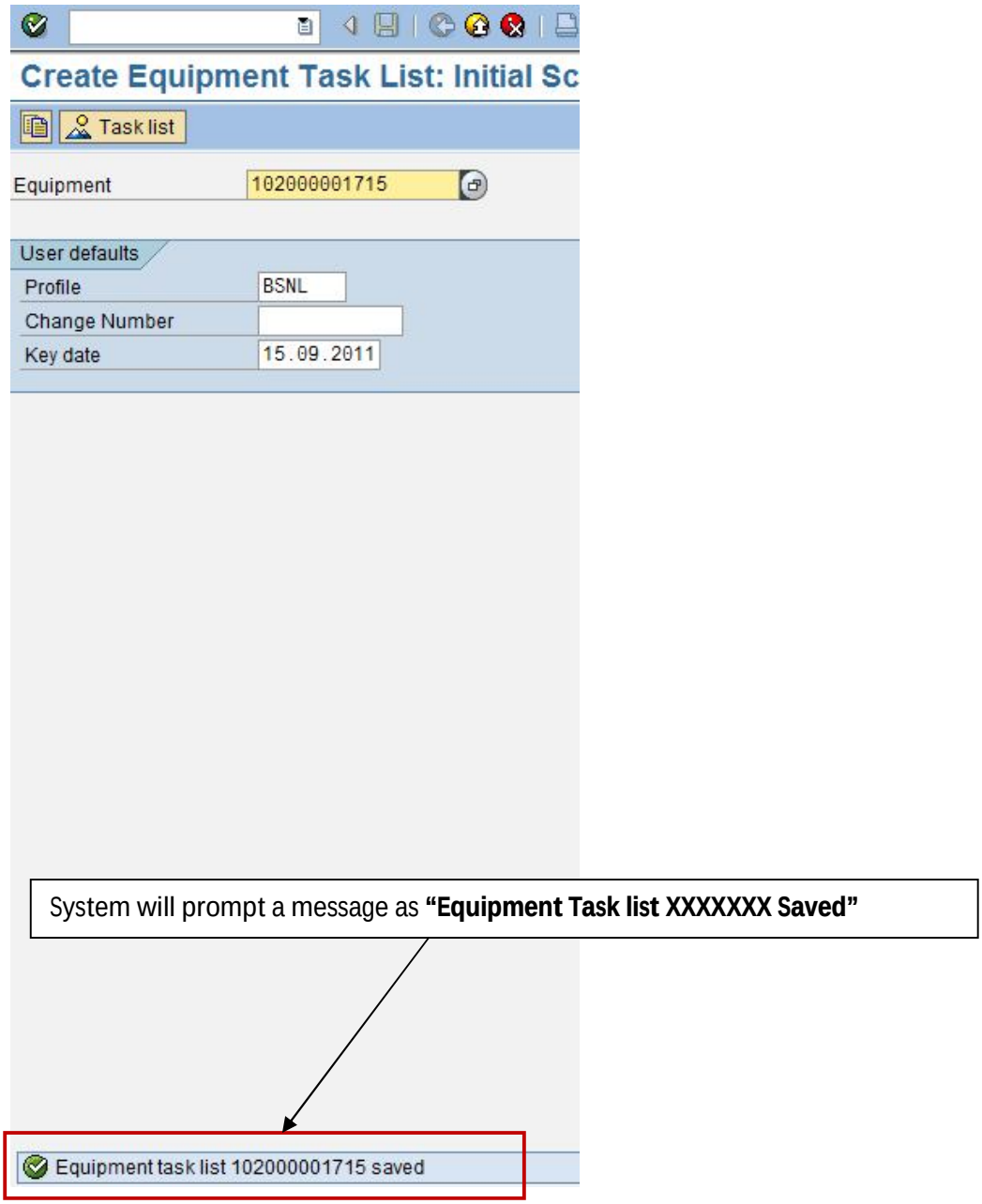




Input the Inspection Points and click on Operation

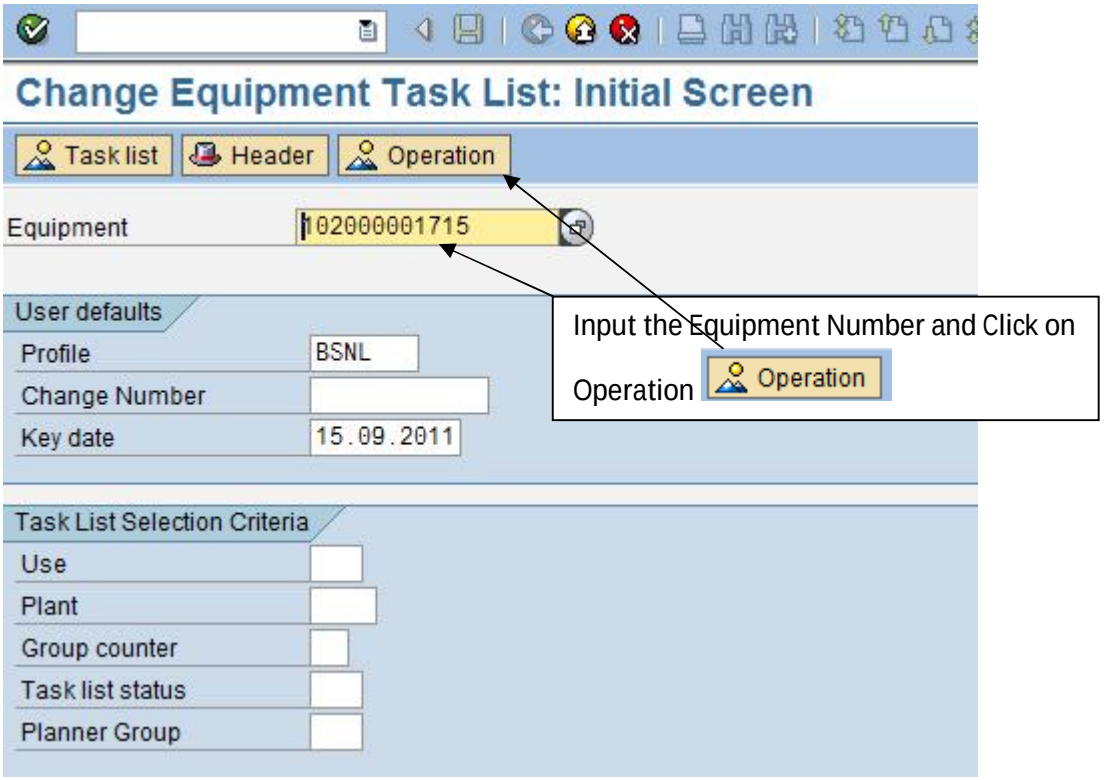
Click on Save

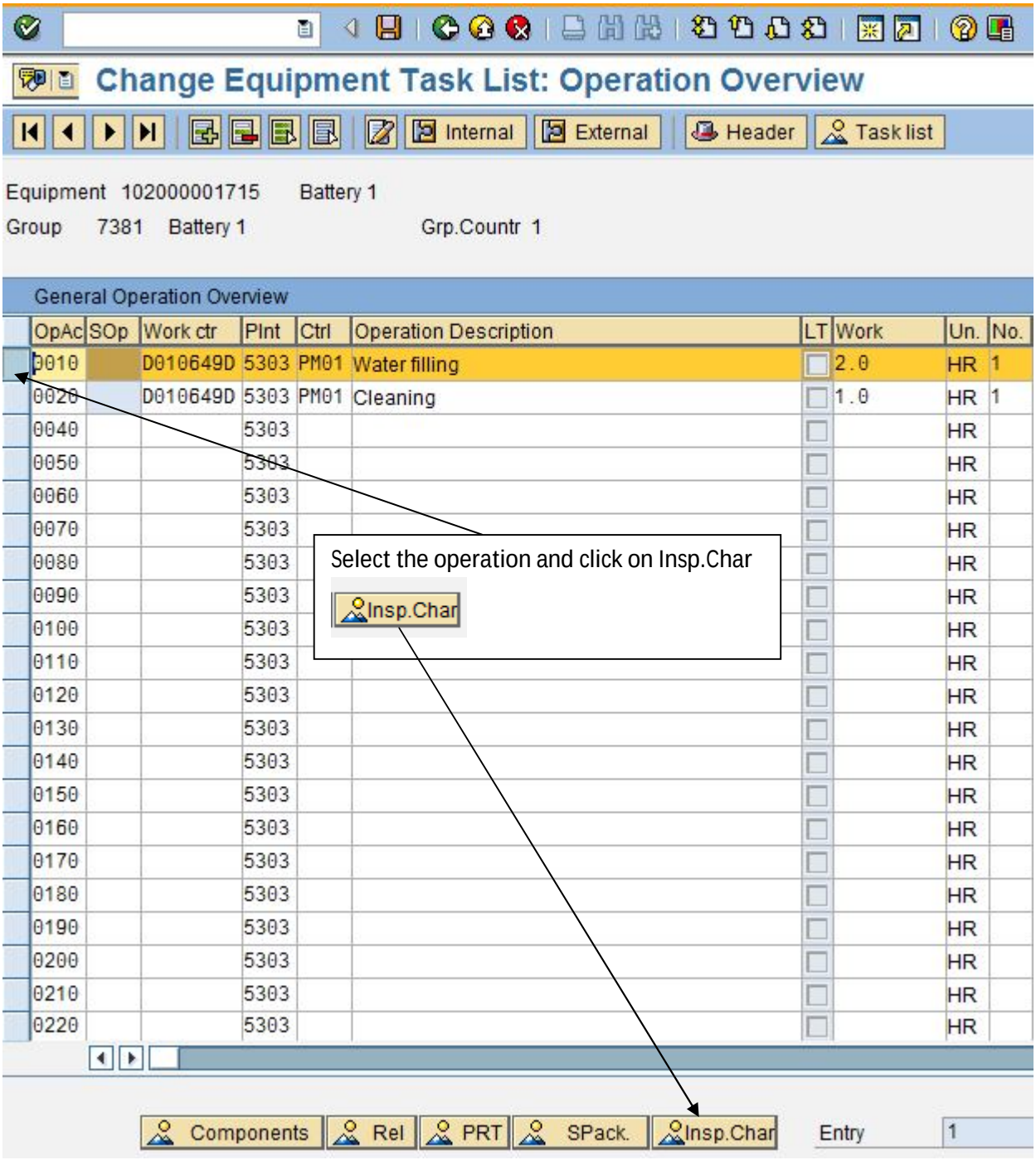
Note: If the inspection point number is not given in the task list header, then no inspection lot will be generated in the maintenance order.



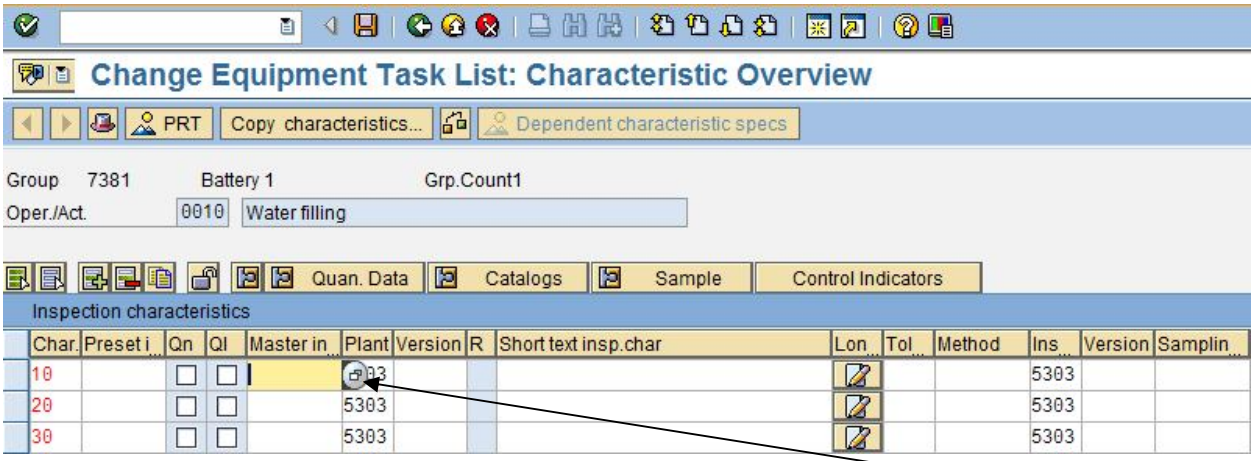
Update Required Master Inspection Characteristics (MICs) in the Task List

SAP Menu	SAP Menu---Logistics---Plant Maintenance---Preventive Maintenance---Work Scheduling---Task Lists---For Equipment---Change
T Code	Type **IA02** in Command Field and press
User Menu	Select corresponding Node for IA02 / Change



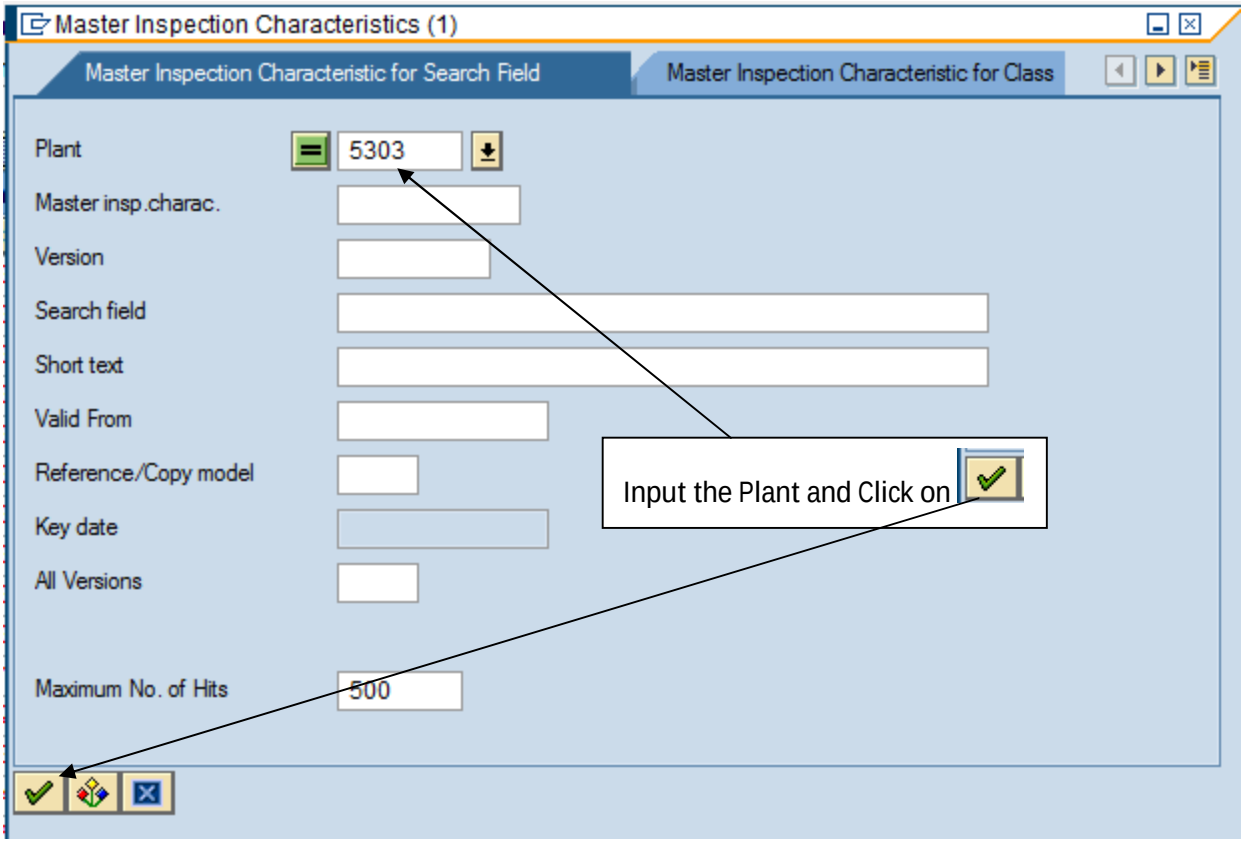

Change Equipment Task List: Operation Overview
Internal
External
Header
Task list
Equipment 102000001715 Battery 1
Group 7381 Battery 1 Grp.Countr 1
General Operation Overview
OpAc SOp Work ctr Plnt Ctrl Operation Description LT Work Un. No.
0010 D010649D 5303 PM01 Water filling 2.0 HR 1
0020 D010649D 5303 PM01 Cleaning 1.0 HR 1
0040 5303 HR
0050 5303 HR
0060 5303 HR
0070 5303 HR
0080 5303 HR
0090 5303 HR
0100 5303 HR
0110 5303 HR
0120 5303 HR
0130 5303 HR
0140 5303 HR
0150 5303 HR
0160 5303 HR
0170 5303 HR
0180 5303 HR
0190 5303 HR
0200 5303 HR
0210 5303 HR
0220 5303 HR
Select the operation and click on Insp.Char
Insp.Char
Components
Rel
PRT
SPack.
Insp.Char
Entry 1

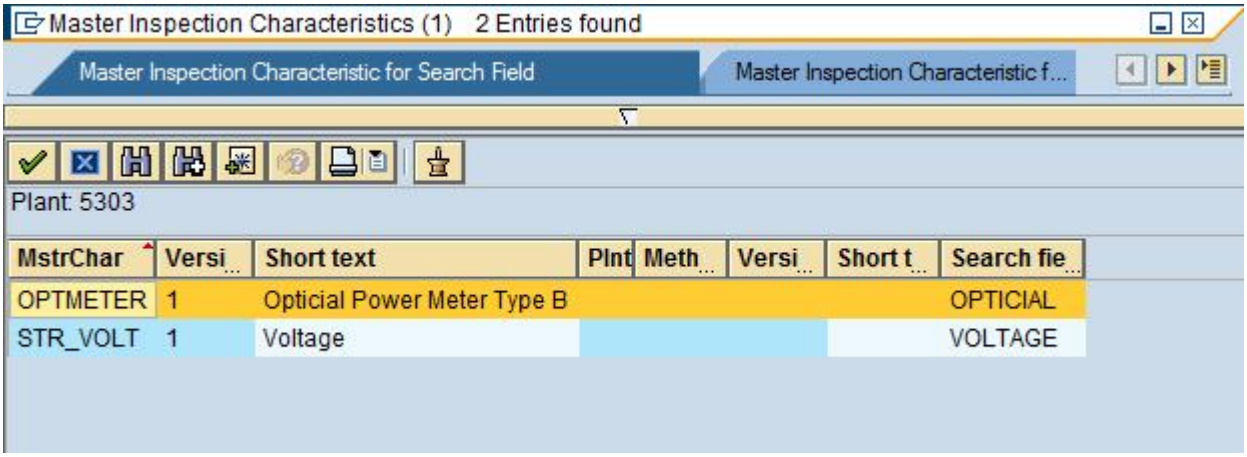
Update the MIC and Sampling Procedure



Place the cursor on the MIC Field and Press F4 key on the keyboard or Click on

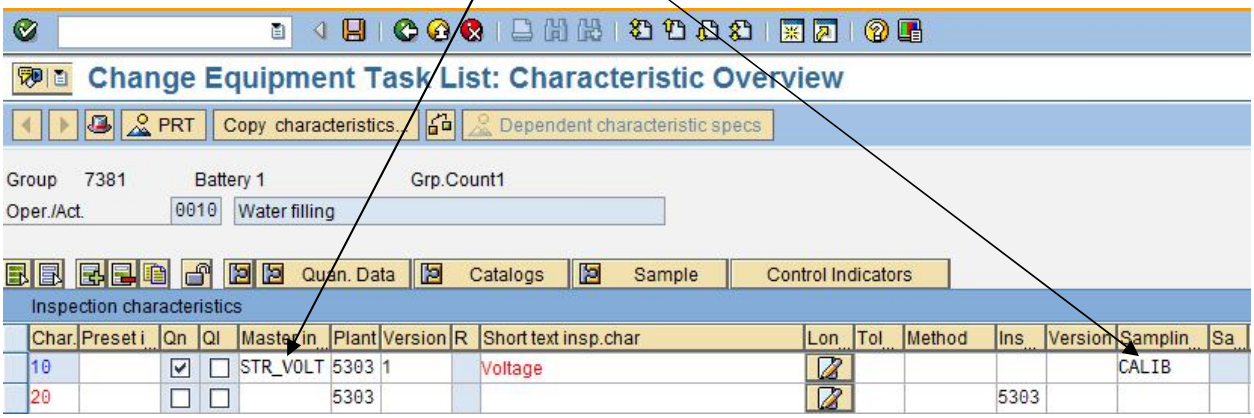
System will prompt for pop-up window as below





Double click on the required MIC system will update automatically

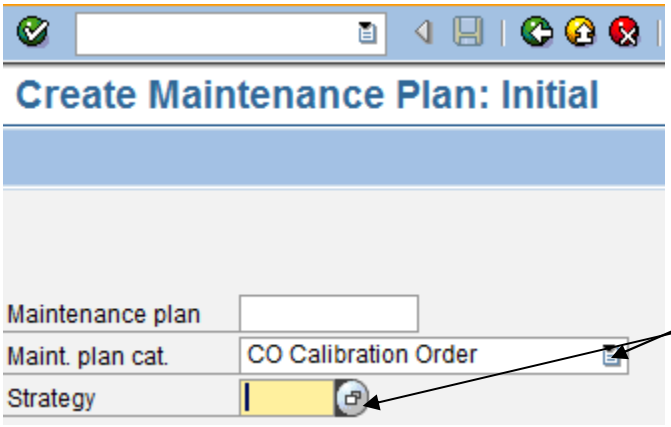
Follow the above steps to update the Sampling procedure also



Click on Save

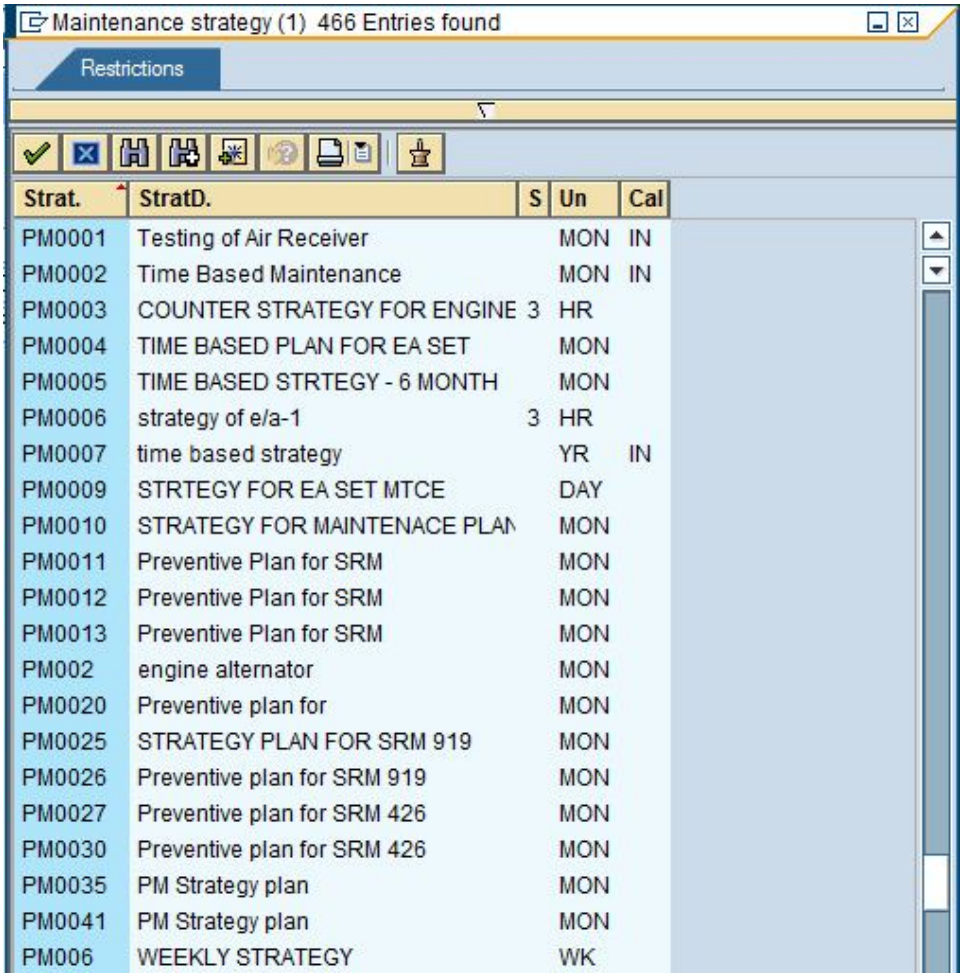
Create Maintenance Plan

SAP Menu	SAP Menu---Logistics---Plant Maintenance---Preventive Maintenance---Maintenance Planning---Maintenance Plans---Create---Strategy Plan
T Code	Type **IP42** in Command Field and press
User Menu	Select corresponding Node for IP42 / Strategy Plan

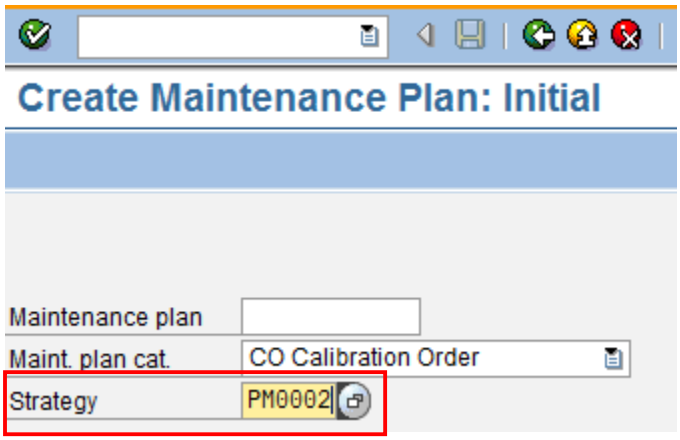


Select the suitable Maintenance Plan Category from drop down list and select the suitable Strategy from possible entries

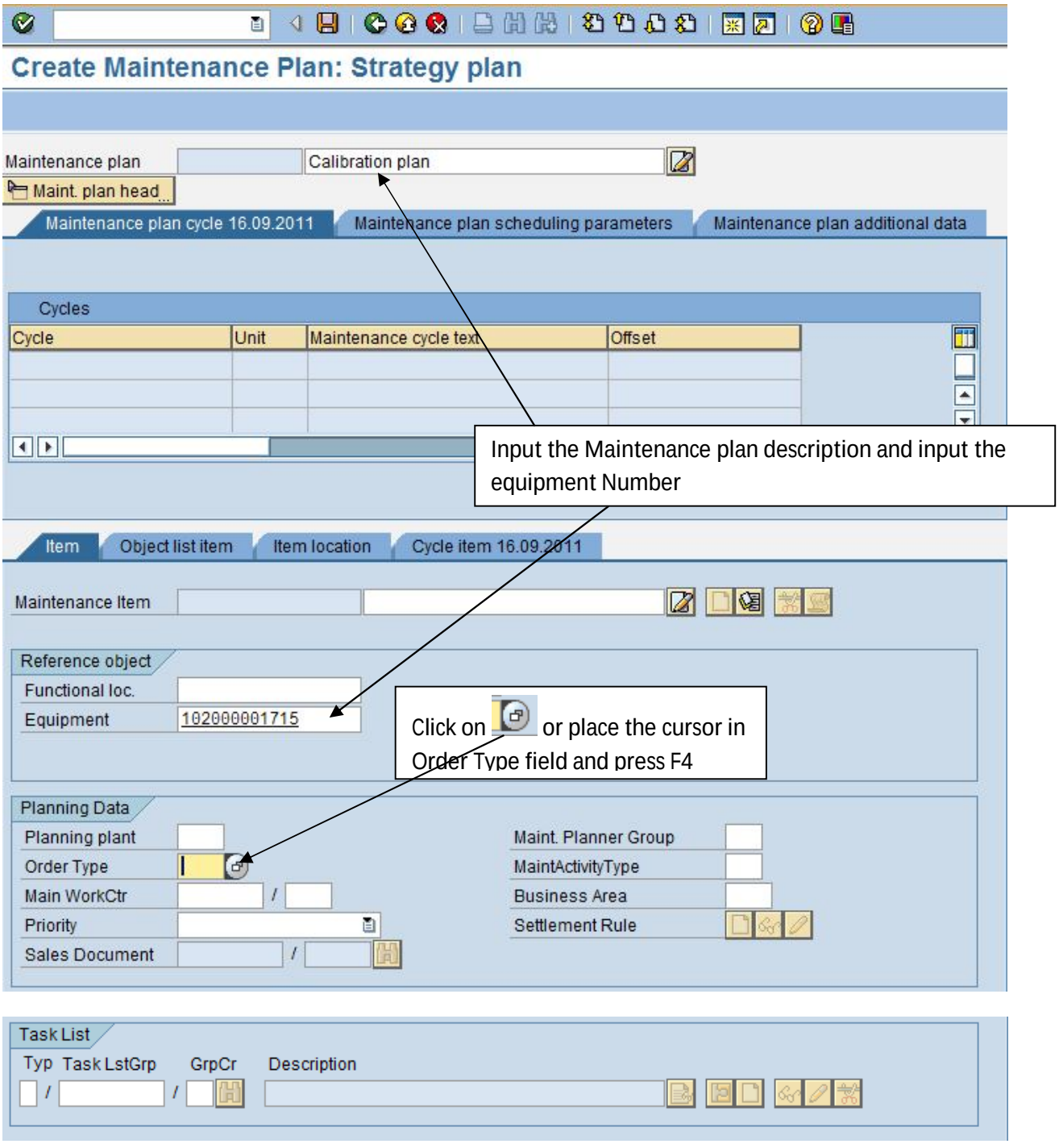
System will prompt for possible entries list, double click on the suitable strategy to update the strategy field



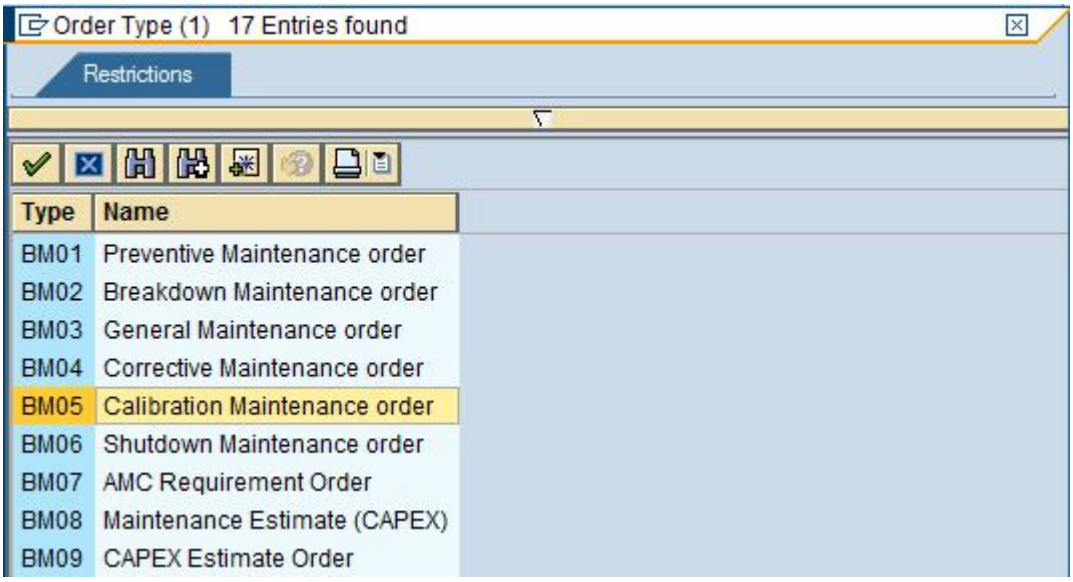
From above list, double click on the suitable strategy, system will update the strategy filed automatically with the selected strategy

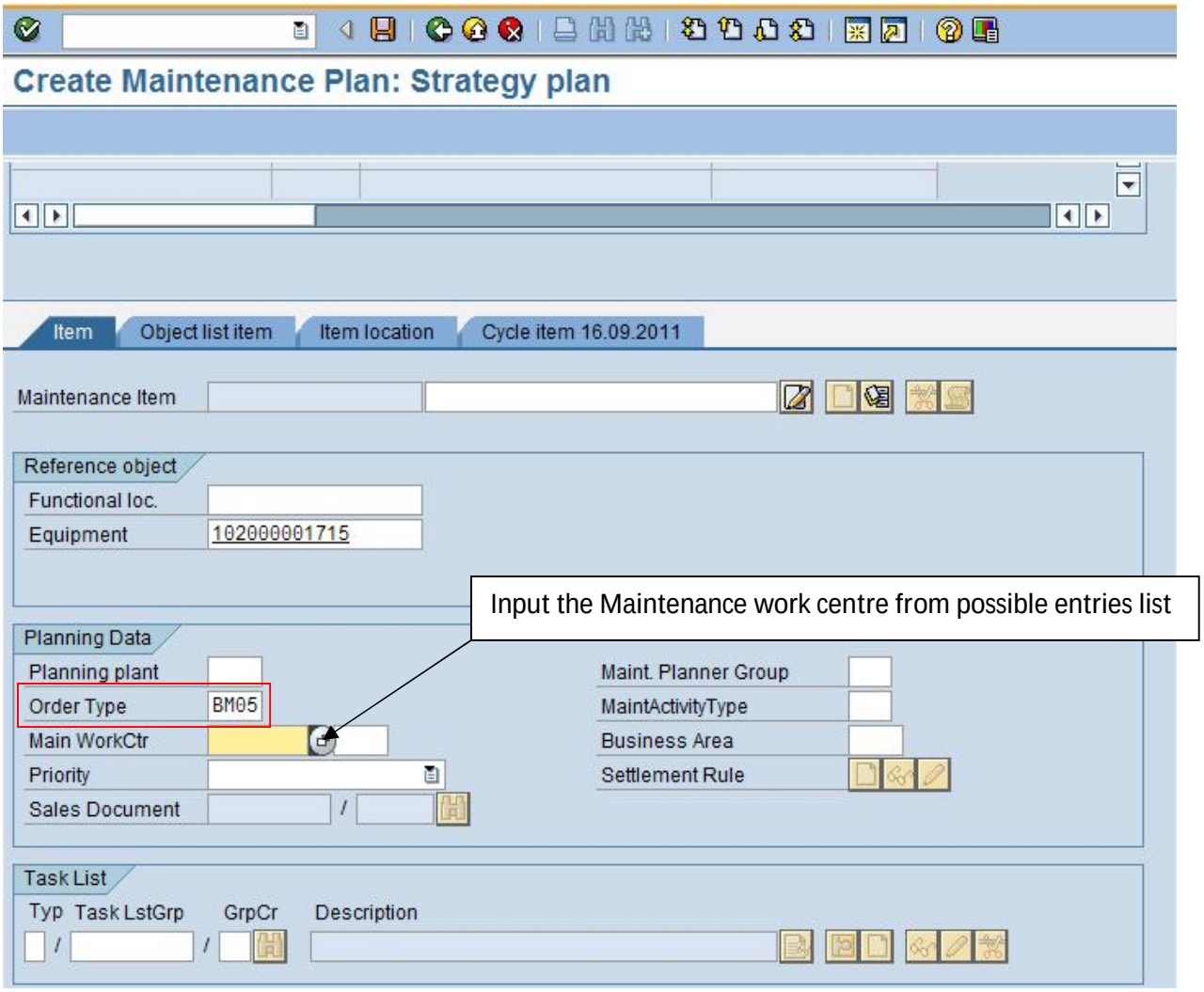


Click on continue or Press Enter key on the keyboard

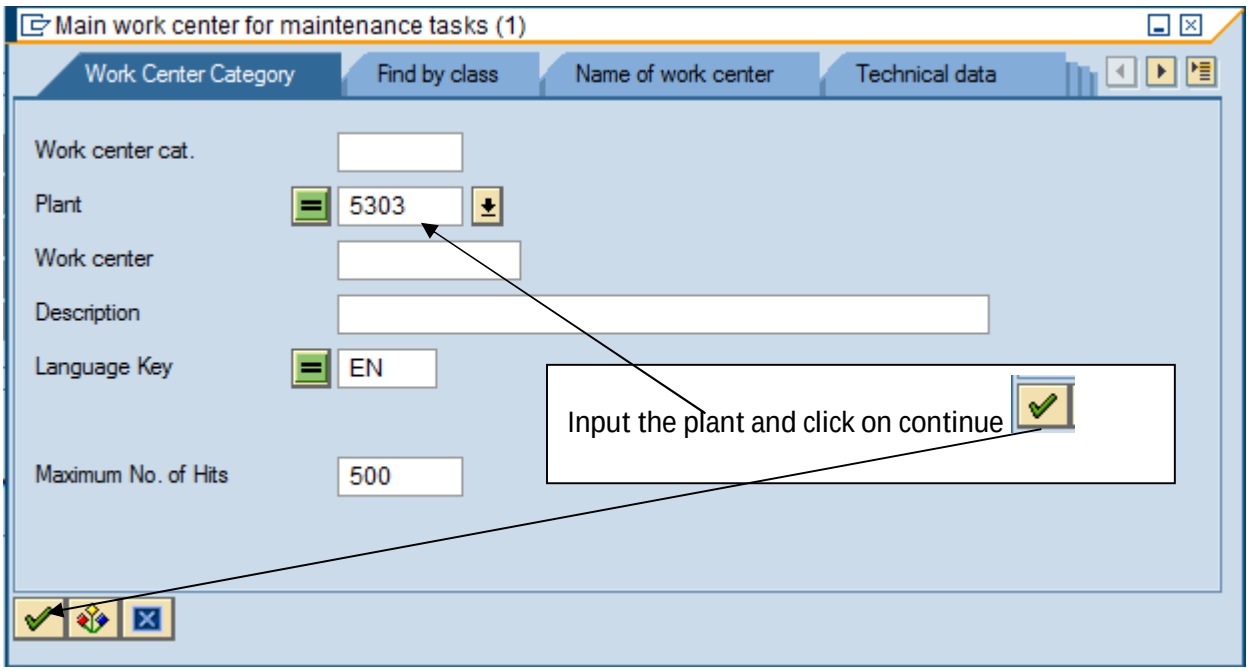


System will prompt for list of Order Types available, double click on the suitable Order Type

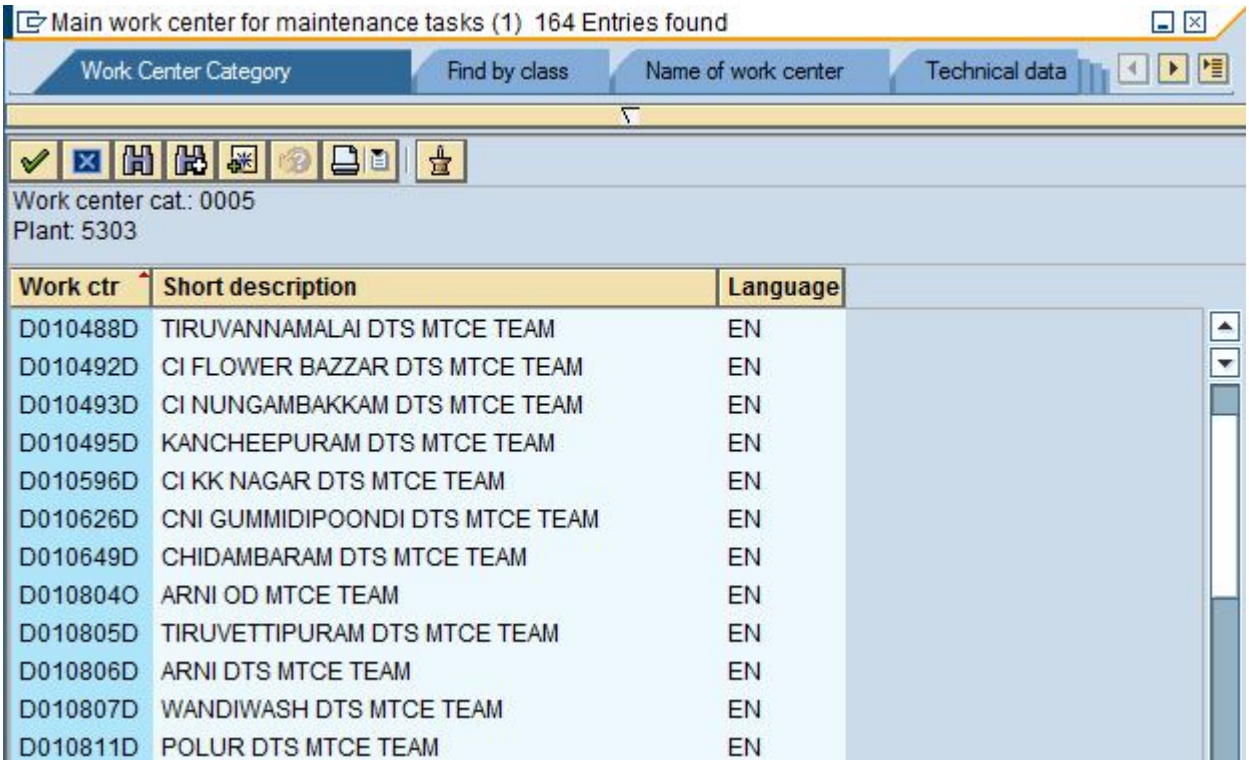

Order Type (1) 17 Entries found
Restrictions
Type
Name
BM01 Preventive Maintenance order
BM02 Breakdown Maintenance order
BM03 General Maintenance order
BM04 Corrective Maintenance order
BM05 Calibration Maintenance order
BM06 Shutdown Maintenance order
BM07 AMC Requirement Order
BM08 Maintenance Estimate (CAPEX)
BM09 CAPEX Estimate Order



System will prompt for a pop-up window

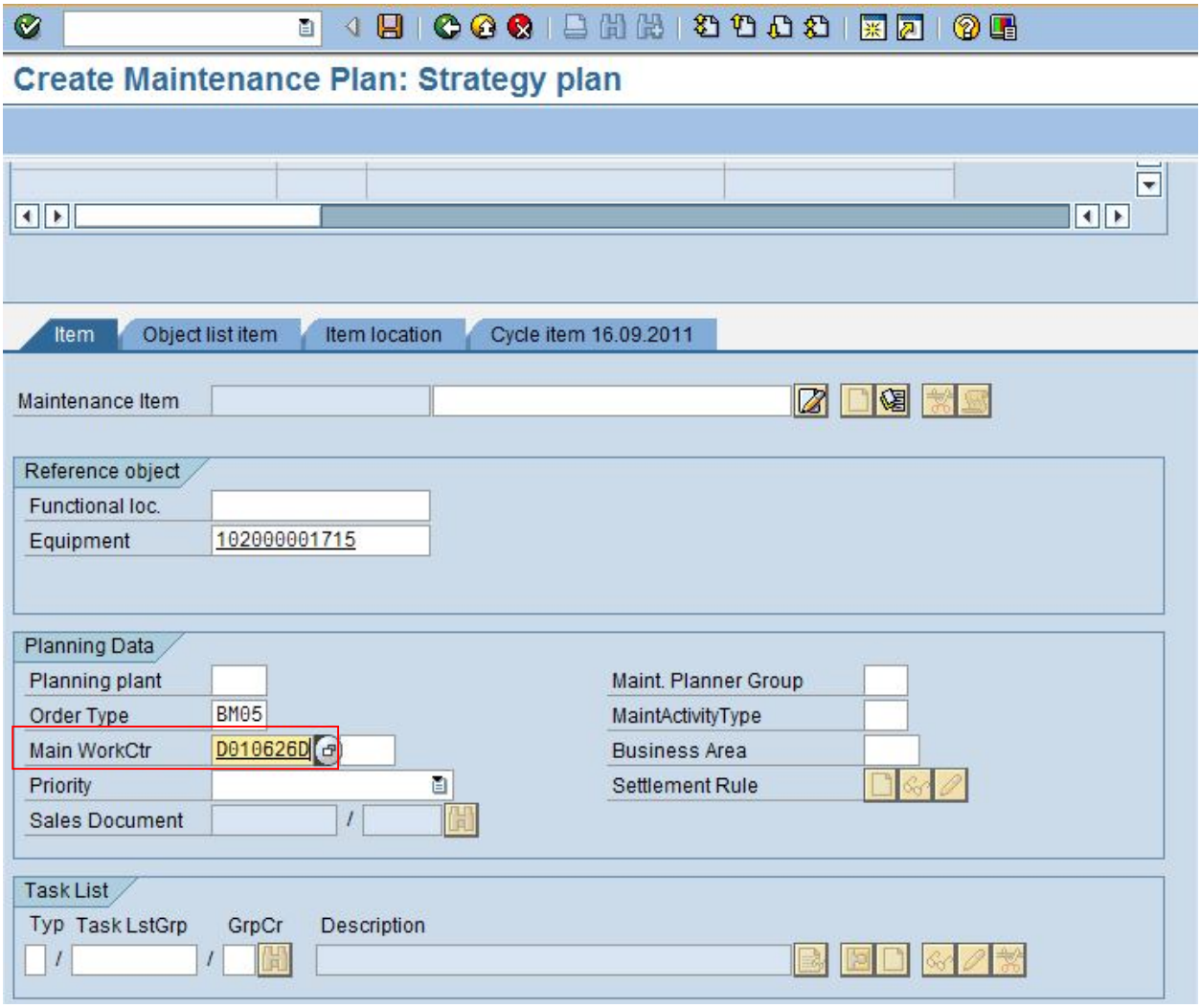


System will prompt for a list of available work centers in plant 5303 as below

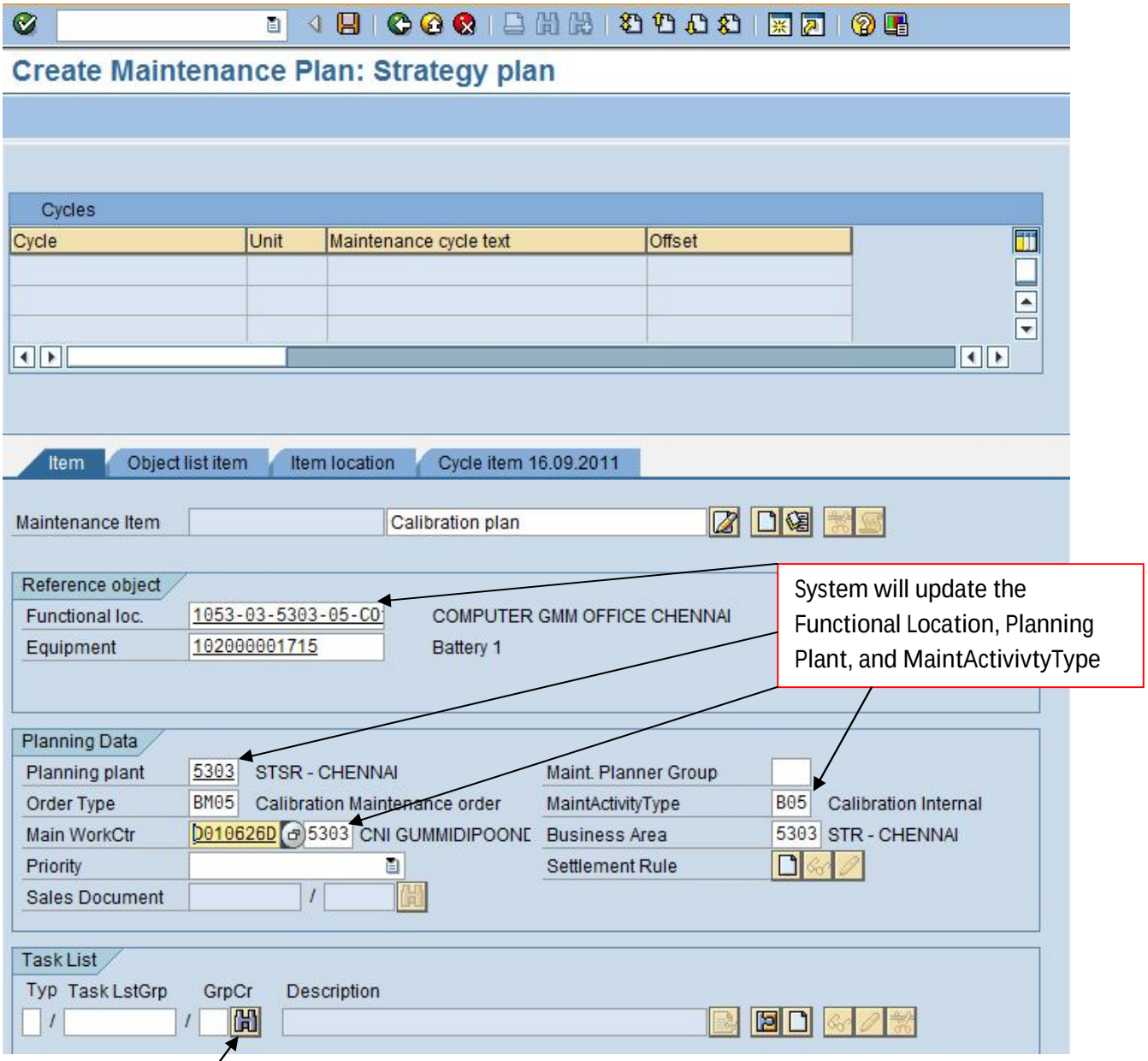


Work ctr	Short description	Language
D010488D	TIRUVANNAMALAI DTS MTCE TEAM	EN
D010492D	CI FLOWER BAZZAR DTS MTCE TEAM	EN
D010493D	CI NUNGAMBAKKAM DTS MTCE TEAM	EN
D010495D	KANCHEEPURAM DTS MTCE TEAM	EN
D010596D	CI KK NAGAR DTS MTCE TEAM	EN
D010626D	CNI GUMMIDIPOONDI DTS MTCE TEAM	EN
D010649D	CHIDAMBARAM DTS MTCE TEAM	EN
D010804O	ARNI OD MTCE TEAM	EN
D010805D	TIRUVETTIPURAM DTS MTCE TEAM	EN
D010806D	ARNI DTS MTCE TEAM	EN
D010807D	WANDIWASH DTS MTCE TEAM	EN
D010811D	POLUR DTS MTCE TEAM	EN

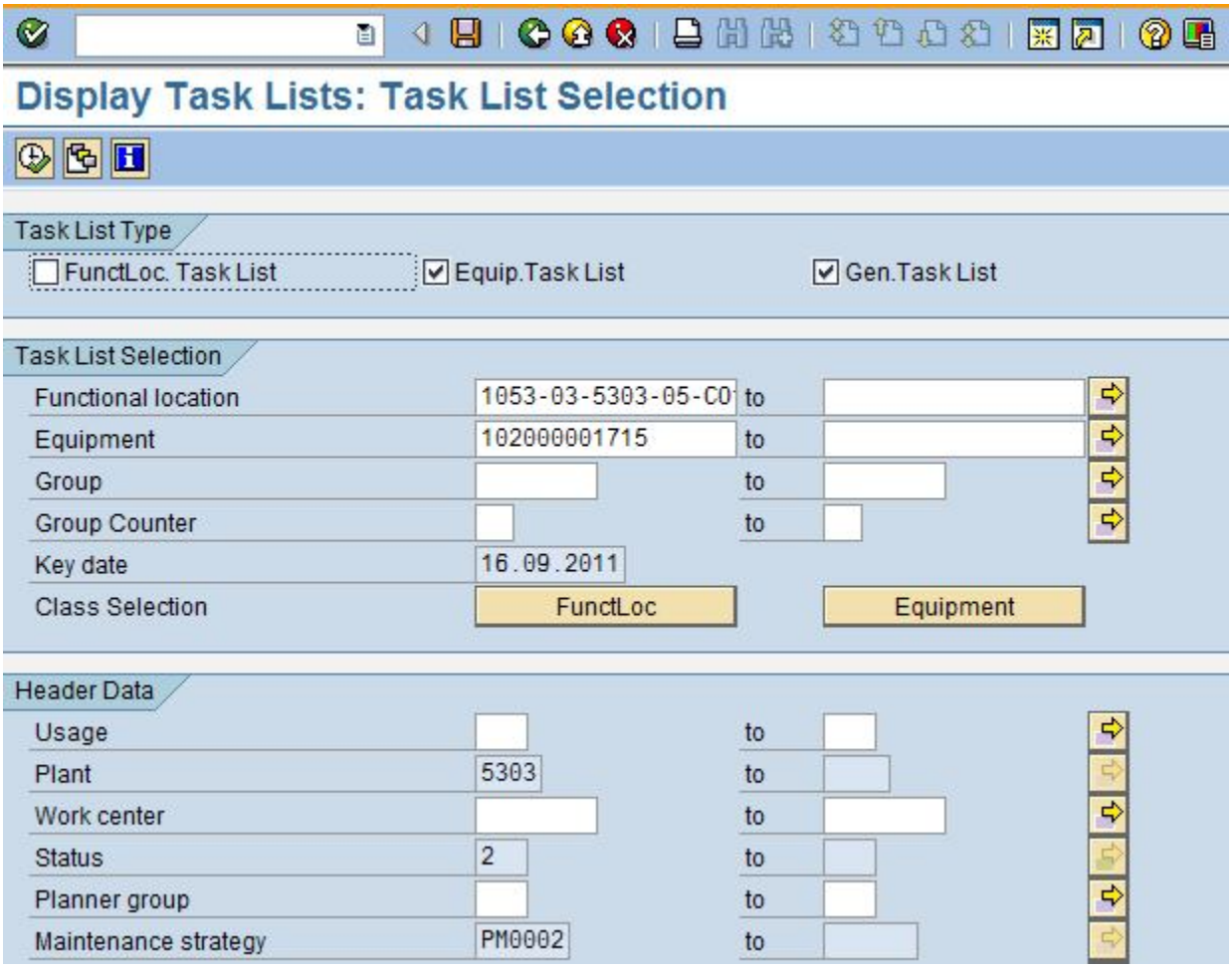
Double click on the suitable work center to update the main work centre field



After the work centre field is updated press “Enter” key on the keyboard

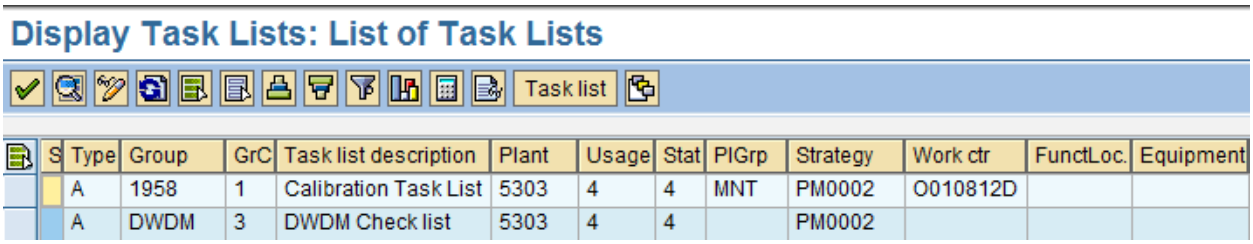


System will prompt for Task List Selection screen as below



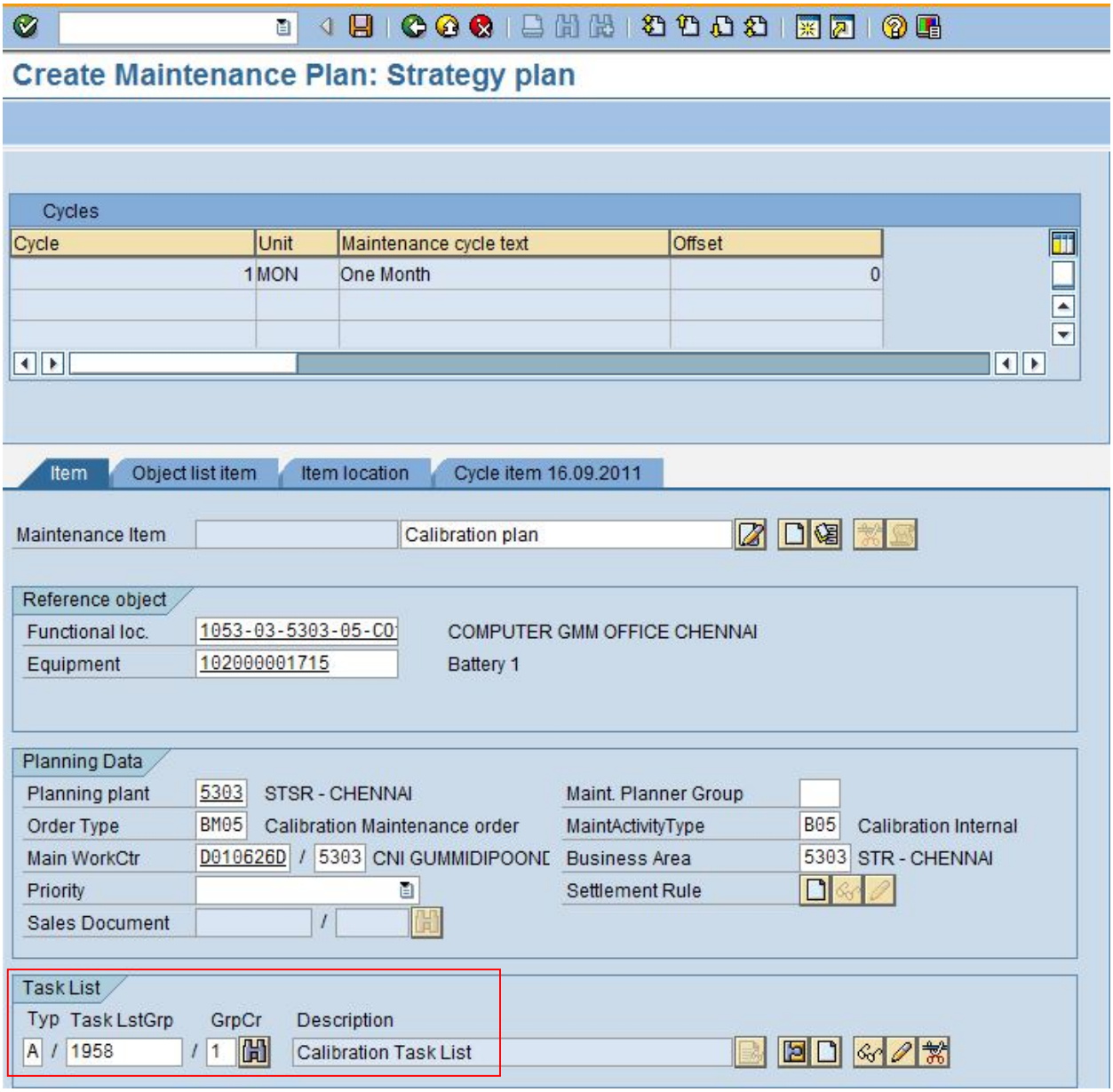
In the above screen check the input fields and click on Execute

System will prompt for List of Task Lists Screen as below

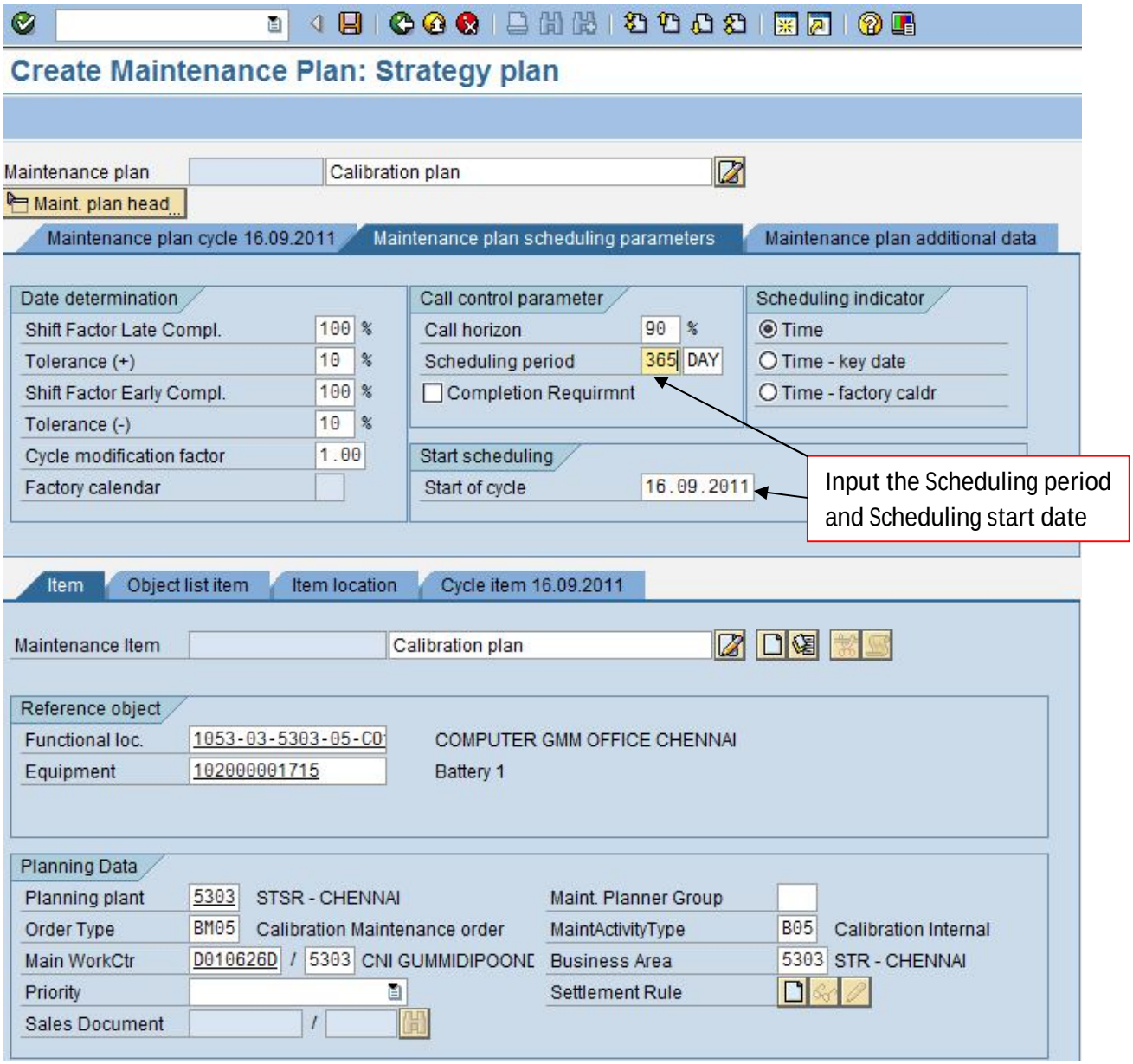


S	Type	Group	GrC	Task list description	Plant	Usage	Stat	PlGrp	Strategy	Work ctr	FunctLoc.	Equipment
	A	1958	1	Calibration Task List	5303	4	4	MNT	PM0002	O010812D		
	A	DWDM	3	DWDM Check list	5303	4	4		PM0002			

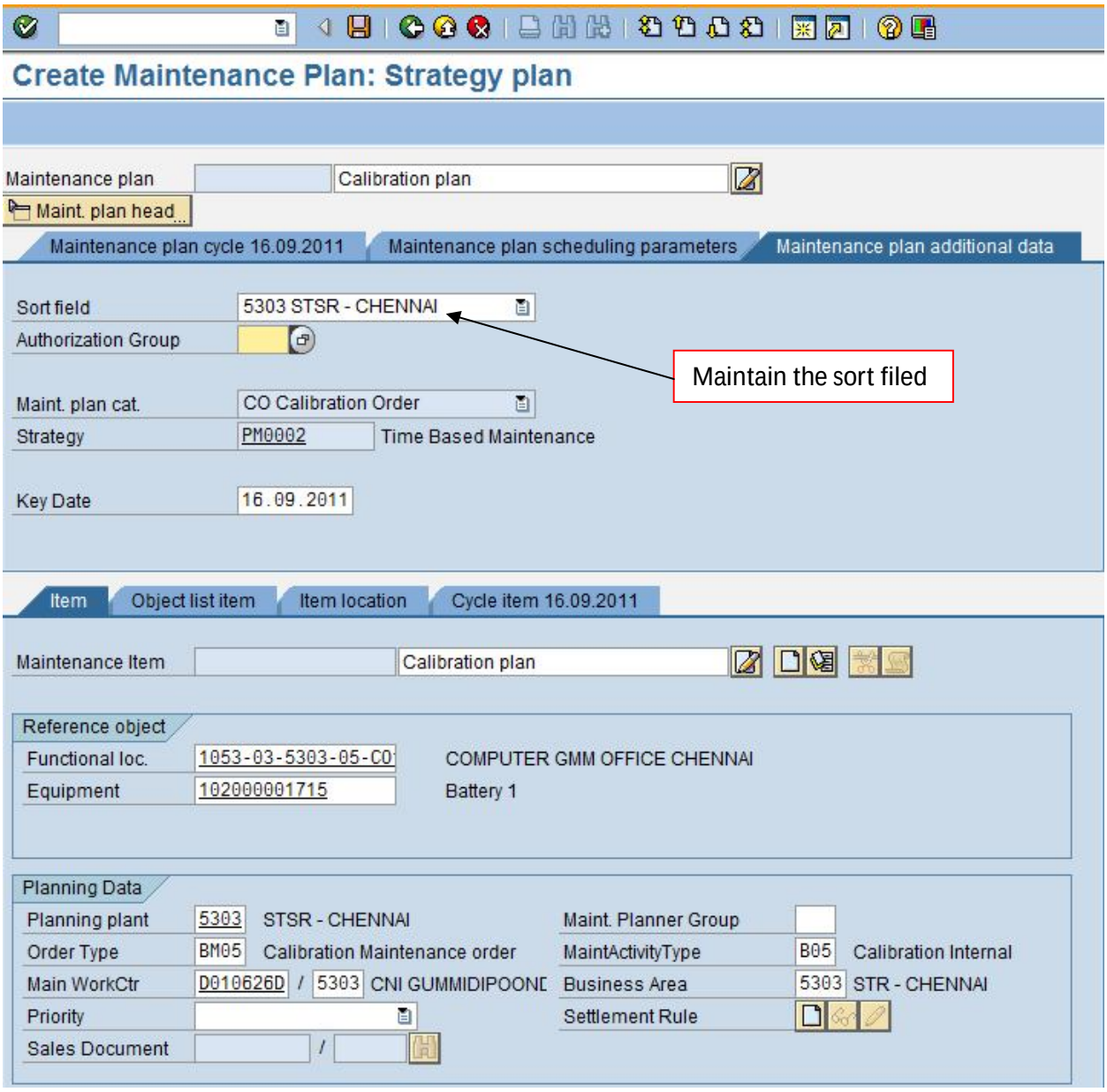
Double click on the suitable Task List to update the Task list in Maintenance Plan


Create Maintenance Plan: Strategy plan
Cycles
Cycle
Unit
Maintenance cycle text
Offset
1
MON
One Month
0
Item
Object list item
Item location
Cycle item 16.09.2011
Maintenance Item
Calibration plan
Reference object
Functional loc.
1053-03-5303-05-C0
COMPUTER GMM OFFICE CHENNAI
Equipment
102000001715
Battery 1
Planning Data
Planning plant
5303
STSR - CHENNAI
Maint. Planner Group
Order Type
BM05
Calibration Maintenance order
MaintActivityType
B05
Calibration Internal
Main WorkCtr
D010626D
5303
CNI GUMMIDIPOONL
Business Area
5303
STR - CHENNAI
Priority
Settlement Rule
Sales Document
Task List
Typ
Task LstGrp
GrpCr
Description
A
1958
1
Calibration Task List

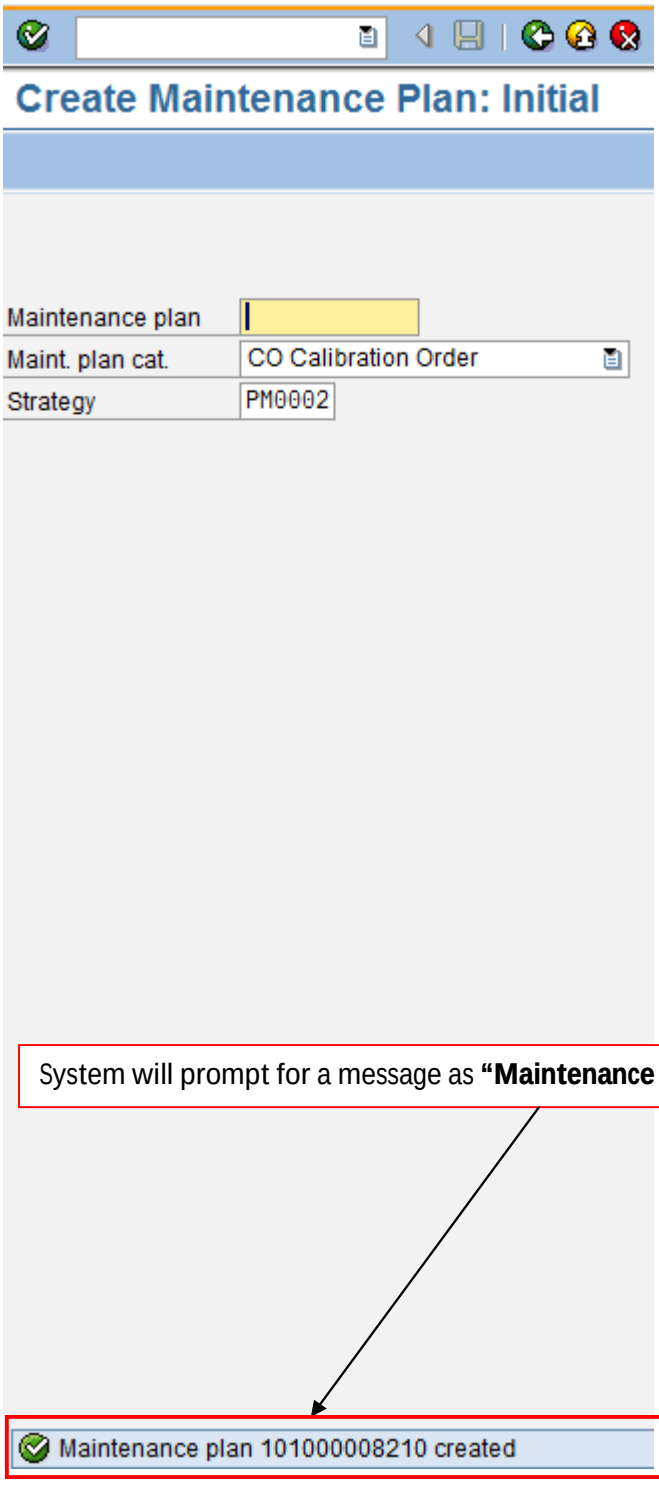
Click on **"Maintenance Plan Scheduling Parameters"** Tab



Click on **"Maintenance Plan Additional data"** Tab

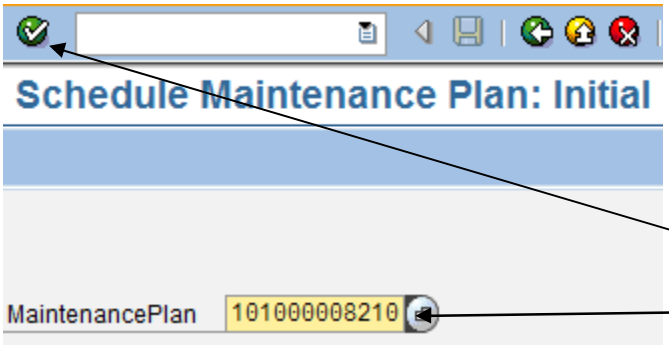


Click on Save

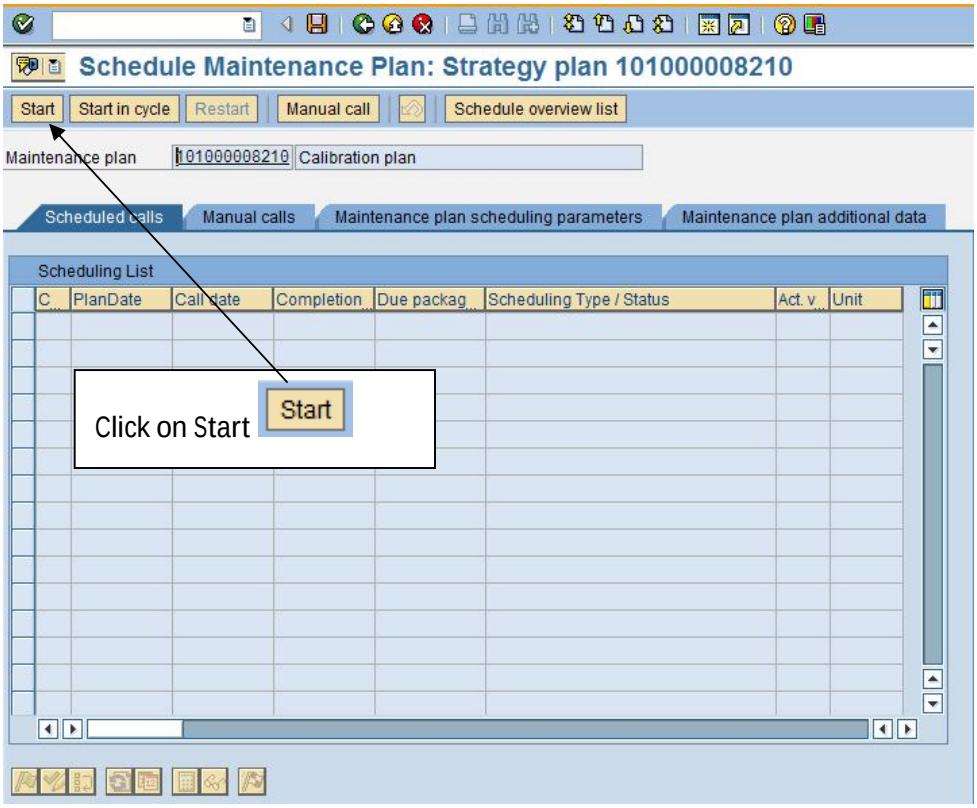

Create Maintenance Plan: Initial
Maintenance plan
Maint. plan cat.
CO Calibration Order
Strategy
PM0002
System will prompt for a message as "Maintenance plan XXXXXXXXXX created
Maintenance plan 101000008210 created

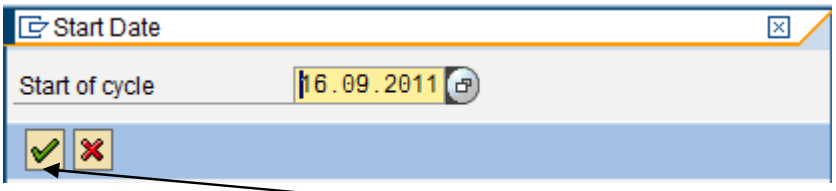
Schedule Plan

SAP Menu	SAP Menu---Logistics---Plant Maintenance---Preventive Maintenance---Maintenance Planning---Scheduling for Maintenance Plans---Schedule
T Code	Type **IP10** in Command Field and press
User Menu	Select corresponding Node for IP10 / Schedule

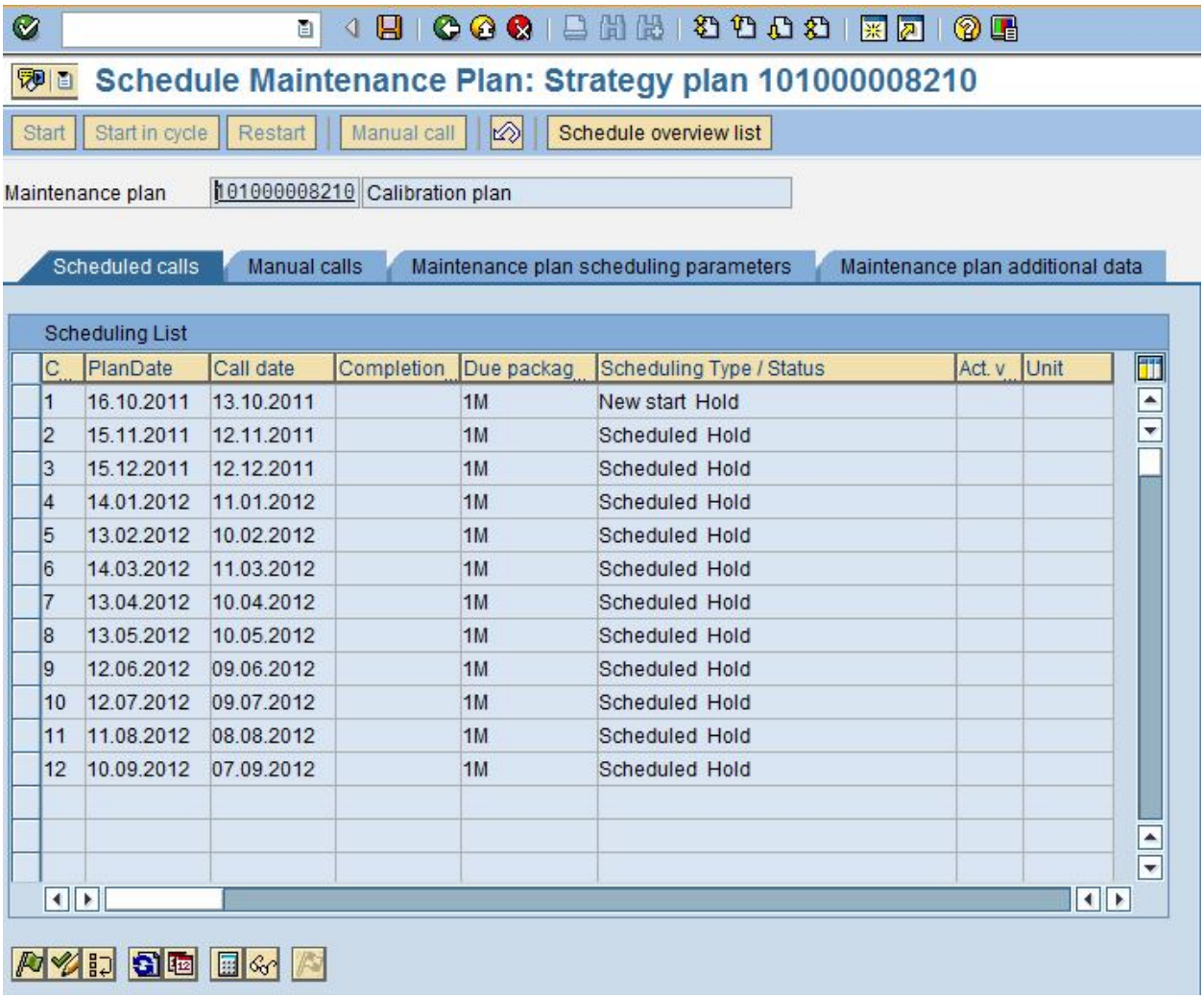


Input the Maintenance Plan number and click on Continue or press Enter



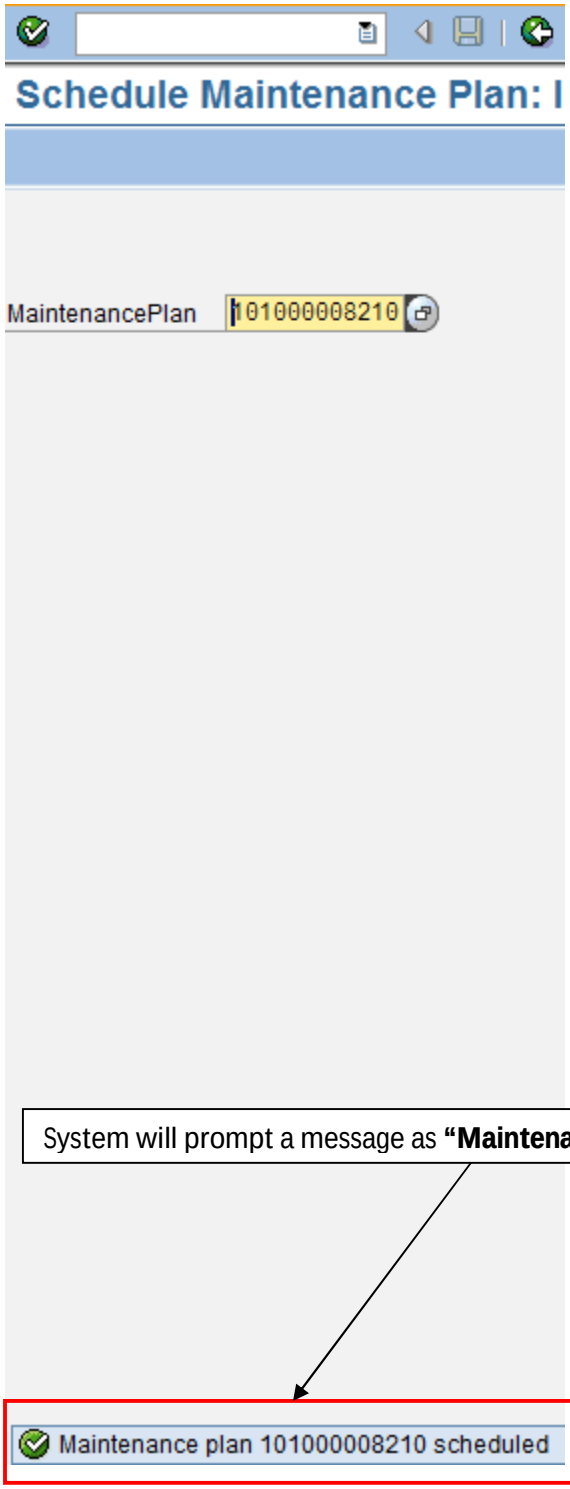


Input the Cycle start date and click on Continue



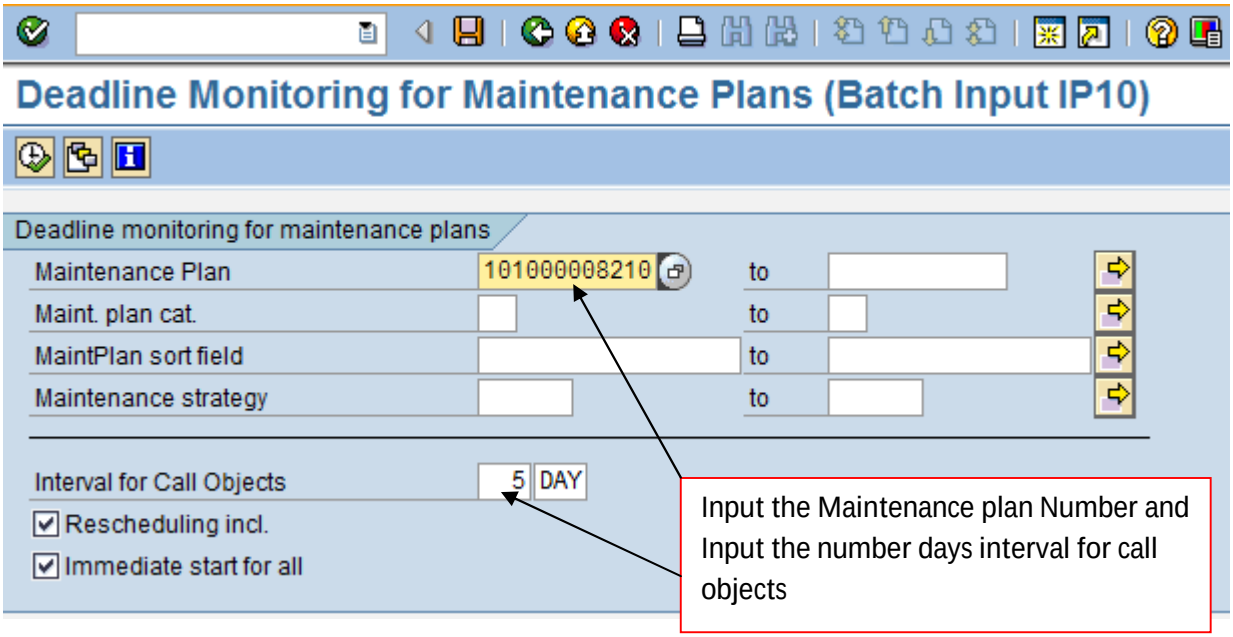
C...	PlanDate	Call date	Completion	Due packag...	Scheduling Type / Status	Act. v...	Unit
1	16.10.2011	13.10.2011		1M	New start Hold		
2	15.11.2011	12.11.2011		1M	Scheduled Hold		
3	15.12.2011	12.12.2011		1M	Scheduled Hold		
4	14.01.2012	11.01.2012		1M	Scheduled Hold		
5	13.02.2012	10.02.2012		1M	Scheduled Hold		
6	14.03.2012	11.03.2012		1M	Scheduled Hold		
7	13.04.2012	10.04.2012		1M	Scheduled Hold		
8	13.05.2012	10.05.2012		1M	Scheduled Hold		
9	12.06.2012	09.06.2012		1M	Scheduled Hold		
10	12.07.2012	09.07.2012		1M	Scheduled Hold		
11	11.08.2012	08.08.2012		1M	Scheduled Hold		
12	10.09.2012	07.09.2012		1M	Scheduled Hold		

Click on Save

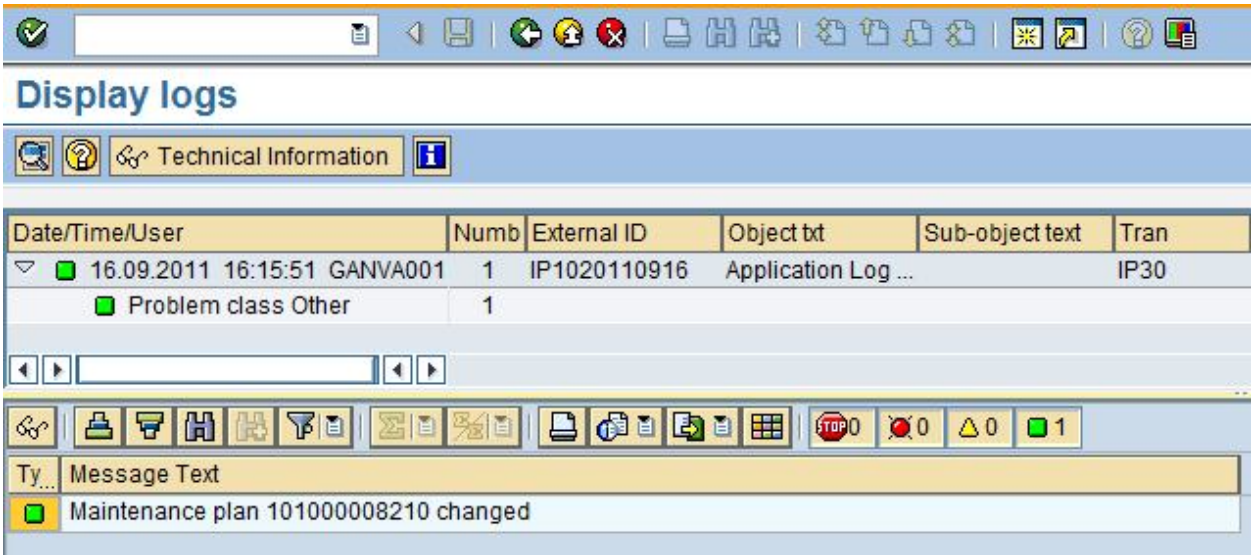

Schedule Maintenance Plan: I
MaintenancePlan
101000008210
System will prompt a message as **"Maintenance Plan XXXXXXXXXXX scheduled"**
Maintenance plan 101000008210 scheduled

Dead Line Monitoring

SAP Menu	SAP Menu---Logistics---Plant Maintenance---Preventive Maintenance---Maintenance Planning---Scheduling for Maintenance Plans---Deadline Monitoring
T Code	Type **IP30** in Command Field and press
User Menu	Select corresponding Node for IP30 / Dead Line Monitoring

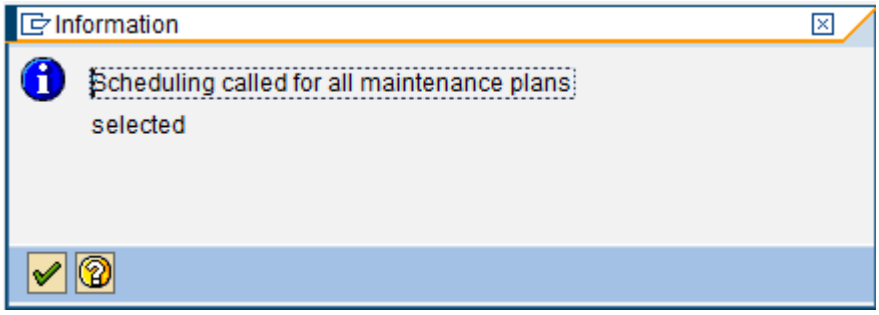


Click on Execute

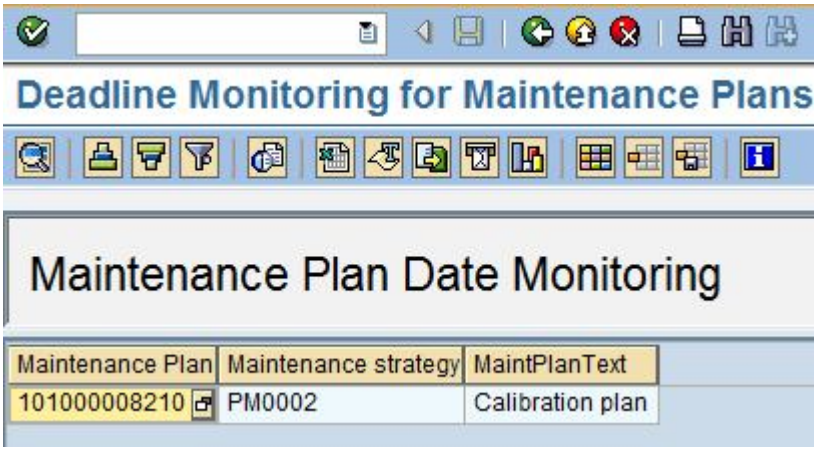


Click on Go back or press F3 key on the keyboard

System will prompt for a pop-up window as below



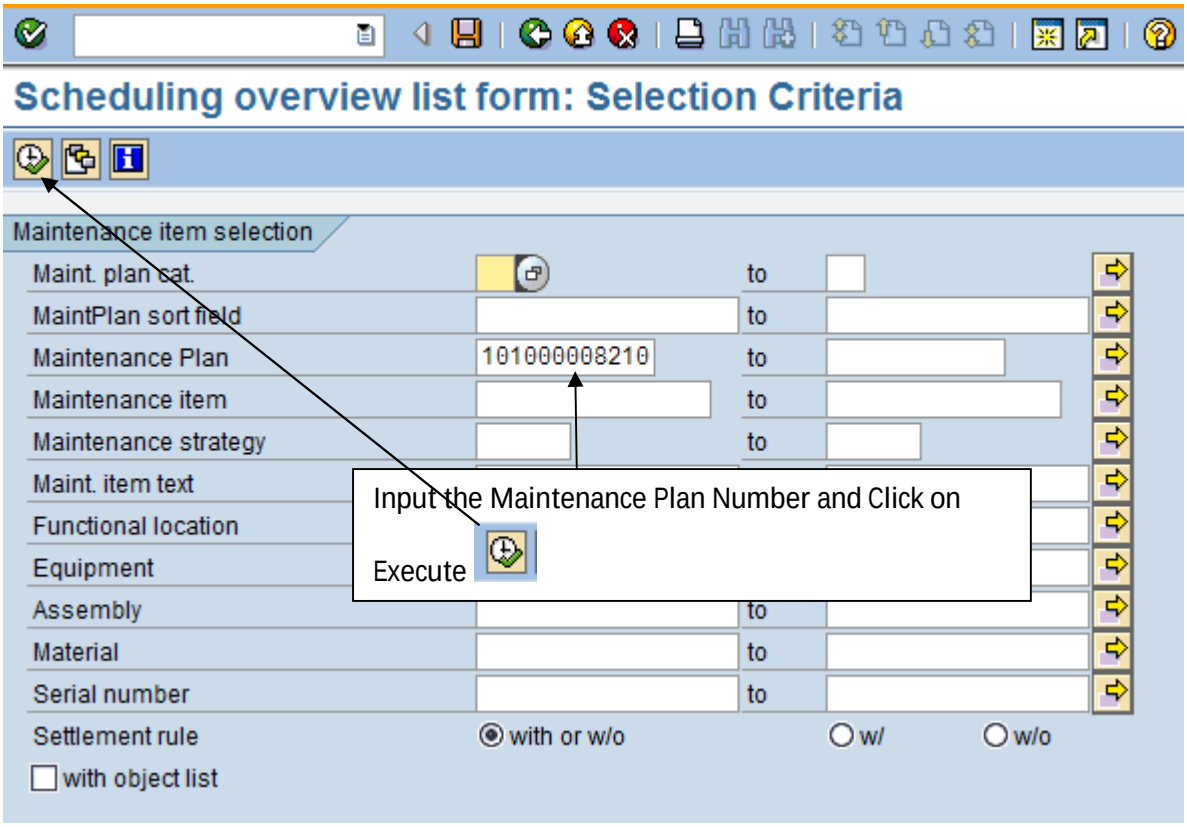
Click on Continue



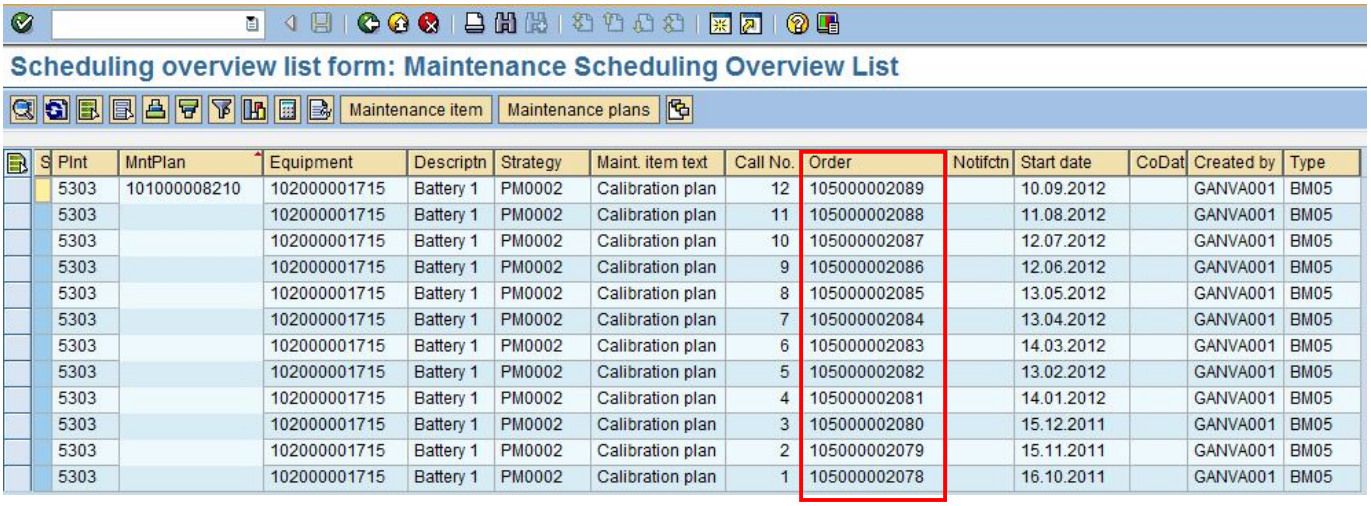
Finally Exit from the screen by clicking on Back

List of Call Objects

SAP Menu	SAP Menu---Logistics---Plant Maintenance---Preventive Maintenance---Maintenance Planning---Scheduling for Maintenance Plans---Scheduling Overview---List Display
T Code	Type **IP24** in Command Field and press
User Menu	Select corresponding Node for IP24 / List Display



System will display the list of call objects generated for the above Maintenance plan as below

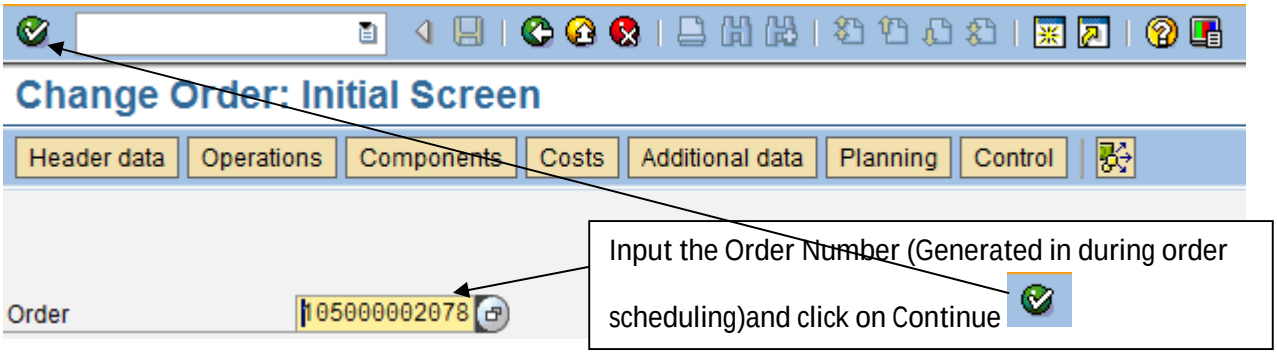


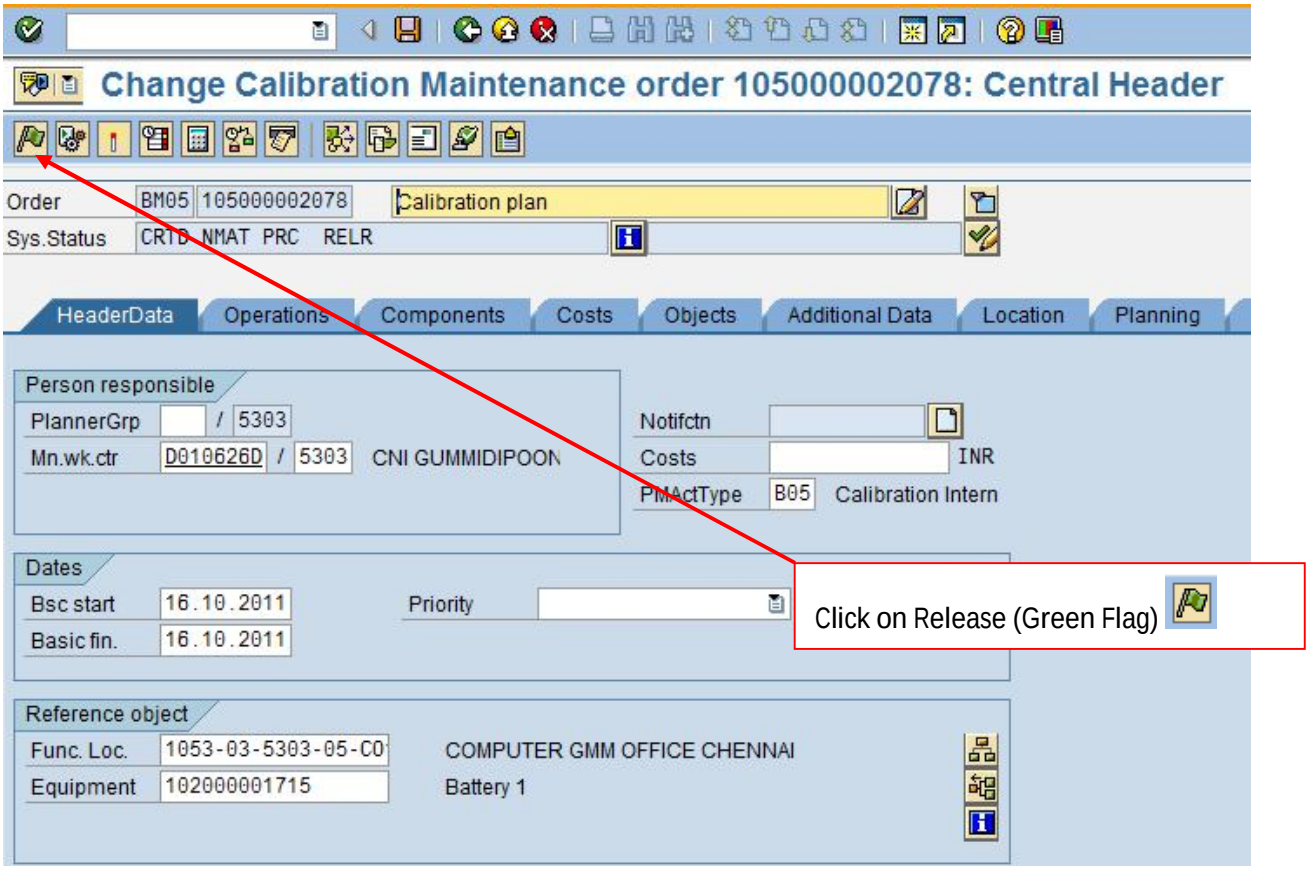
S	Plnt	MntPlan	Equipment	Descriptn	Strategy	Maint. item text	Call No.	Order	Notifctn	Start date	CoDat	Created by	Type
	5303	101000008210	102000001715	Battery 1	PM0002	Calibration plan	12	105000002089		10.09.2012		GANVA001	BM05
	5303		102000001715	Battery 1	PM0002	Calibration plan	11	105000002088		11.08.2012		GANVA001	BM05
	5303		102000001715	Battery 1	PM0002	Calibration plan	10	105000002087		12.07.2012		GANVA001	BM05
	5303		102000001715	Battery 1	PM0002	Calibration plan	9	105000002086		12.06.2012		GANVA001	BM05
	5303		102000001715	Battery 1	PM0002	Calibration plan	8	105000002085		13.05.2012		GANVA001	BM05
	5303		102000001715	Battery 1	PM0002	Calibration plan	7	105000002084		13.04.2012		GANVA001	BM05
	5303		102000001715	Battery 1	PM0002	Calibration plan	6	105000002083		14.03.2012		GANVA001	BM05
	5303		102000001715	Battery 1	PM0002	Calibration plan	5	105000002082		13.02.2012		GANVA001	BM05
	5303		102000001715	Battery 1	PM0002	Calibration plan	4	105000002081		14.01.2012		GANVA001	BM05
	5303		102000001715	Battery 1	PM0002	Calibration plan	3	105000002080		15.12.2011		GANVA001	BM05
	5303		102000001715	Battery 1	PM0002	Calibration plan	2	105000002079		15.11.2011		GANVA001	BM05
	5303		102000001715	Battery 1	PM0002	Calibration plan	1	105000002078		16.10.2011		GANVA001	BM05

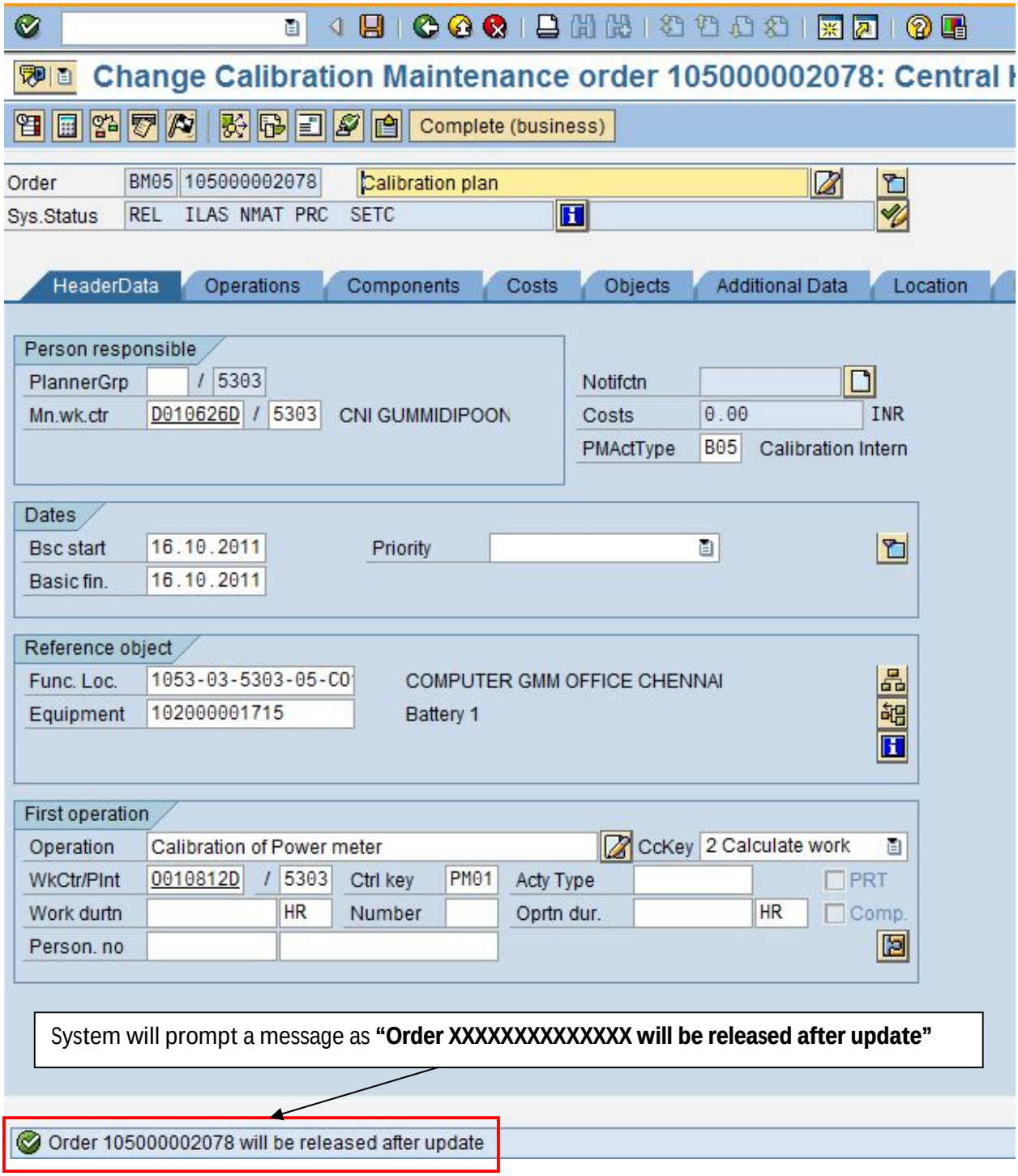
Release Maintenance Order

No need to create the order as the system already generated the maintenance order when scheduling is carried out.

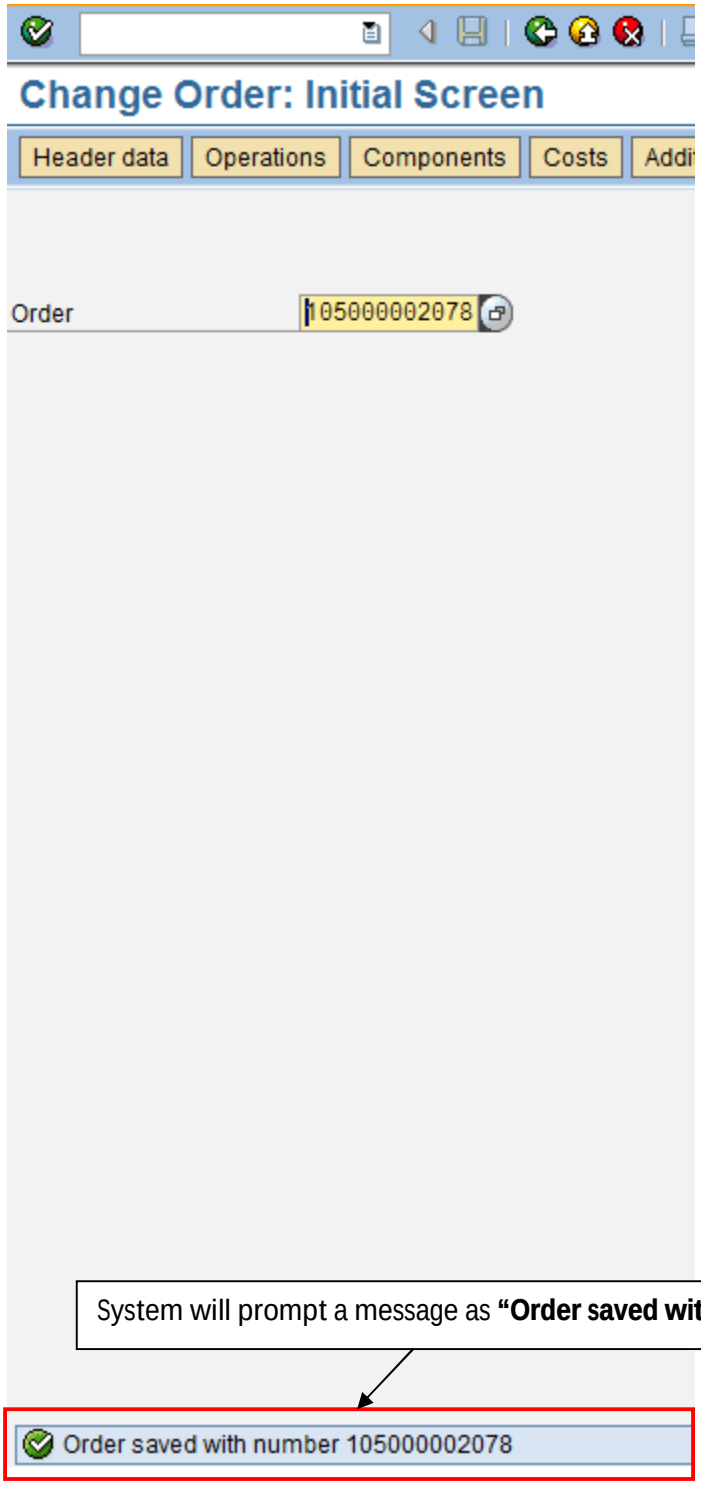
SAP Menu	SAP Menu---Logistics---Plant Maintenance---Maintenance Processing---Order---Change
T Code	Type **IW32** in Command Field and press
User Menu	Select corresponding Node for IW32 / Change




Change Calibration Maintenance order 105000002078: Central Header
Order
BM05
105000002078
Calibration plan
Sys.Status
CRTD NMAT PRC RELR
HeaderData
Operations
Components
Costs
Objects
Additional Data
Location
Planning
Person responsible
PlannerGrp
5303
Mn.wk.ctr
D010626D
5303
CNI GUMMIDIPOON
Notifctn
Costs
INR
PMActType
B05
Calibration Intern
Dates
Bsc start
16.10.2011
Basic fin.
16.10.2011
Priority
Reference object
Func. Loc.
1053-03-5303-05-C0
COMPUTER GMM OFFICE CHENNAI
Equipment
102000001715
Battery 1
Click on Release (Green Flag)

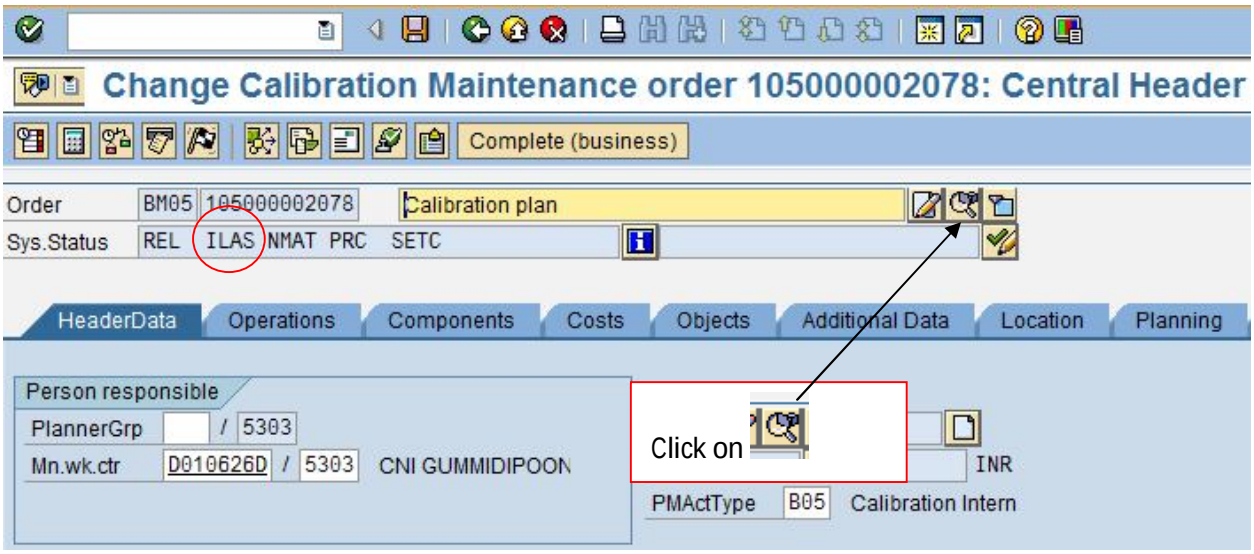


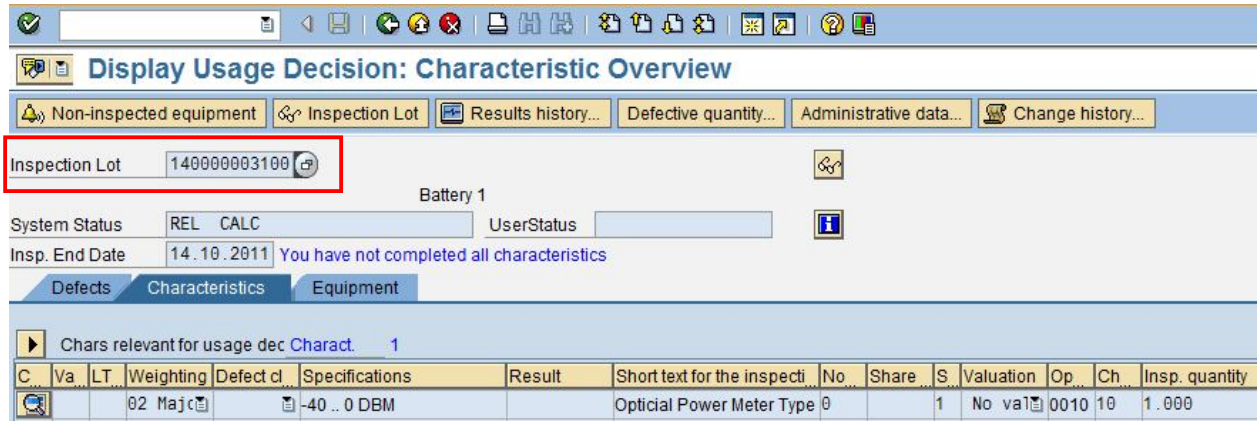
Click on Save


Change Order: Initial Screen
Header data
Operations
Components
Costs
Addi
Order
105000002078
System will prompt a message as **"Order saved with number XXXXXXXXXXXXX**
Order saved with number 105000002078

View Inspection Lot Number

SAP Menu	SAP Menu---Logistics---Plant Maintenance---Maintenance Processing---Order---Change
T Code	Type **IW32** in Command Field and press
User Menu	Select corresponding Node for IW32 / Change

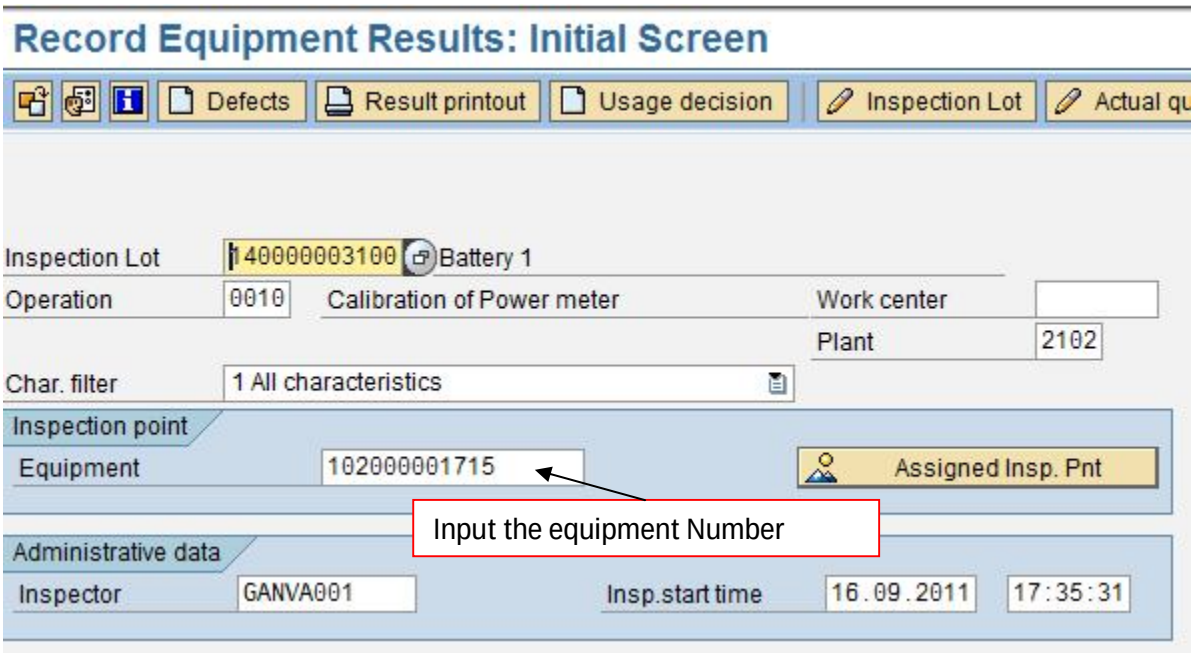




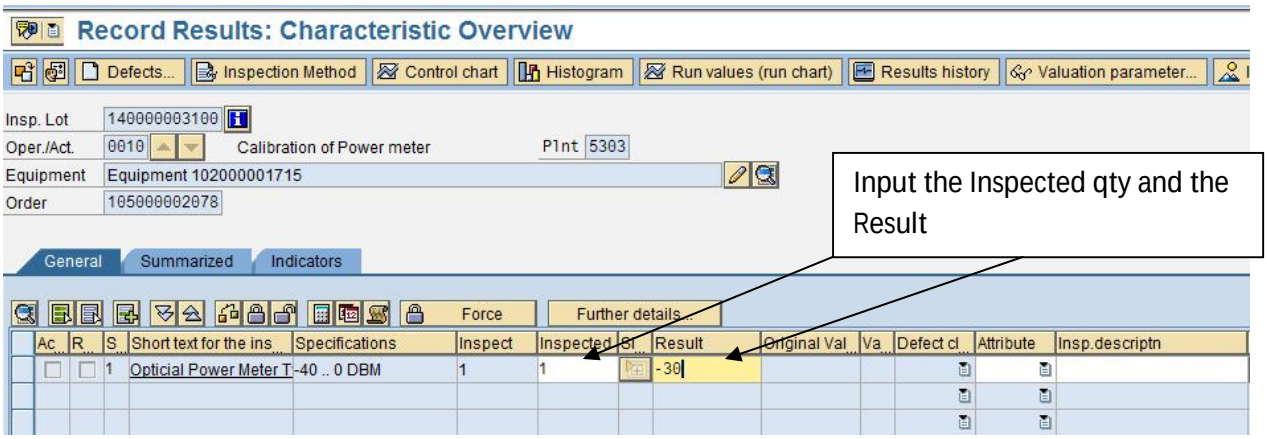
Go back and Save

Results Recording

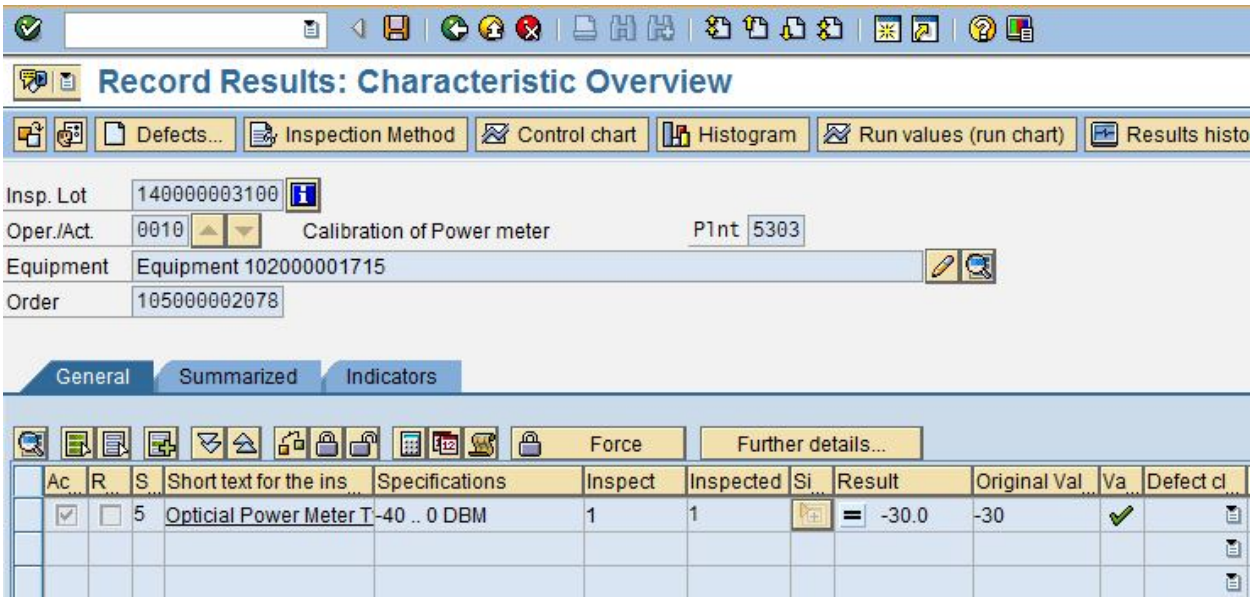
SAP Menu	SAP Menu---Logistics---Plant Maintenance---Maintenance Processing---Order---Inspection Processing---Inspection Results---For Equipment---Enter
T Code	Type **QE17** in Command Field and press
User Menu	Select corresponding Node for QE17 / Enter



Press “Enter” key on keyboard

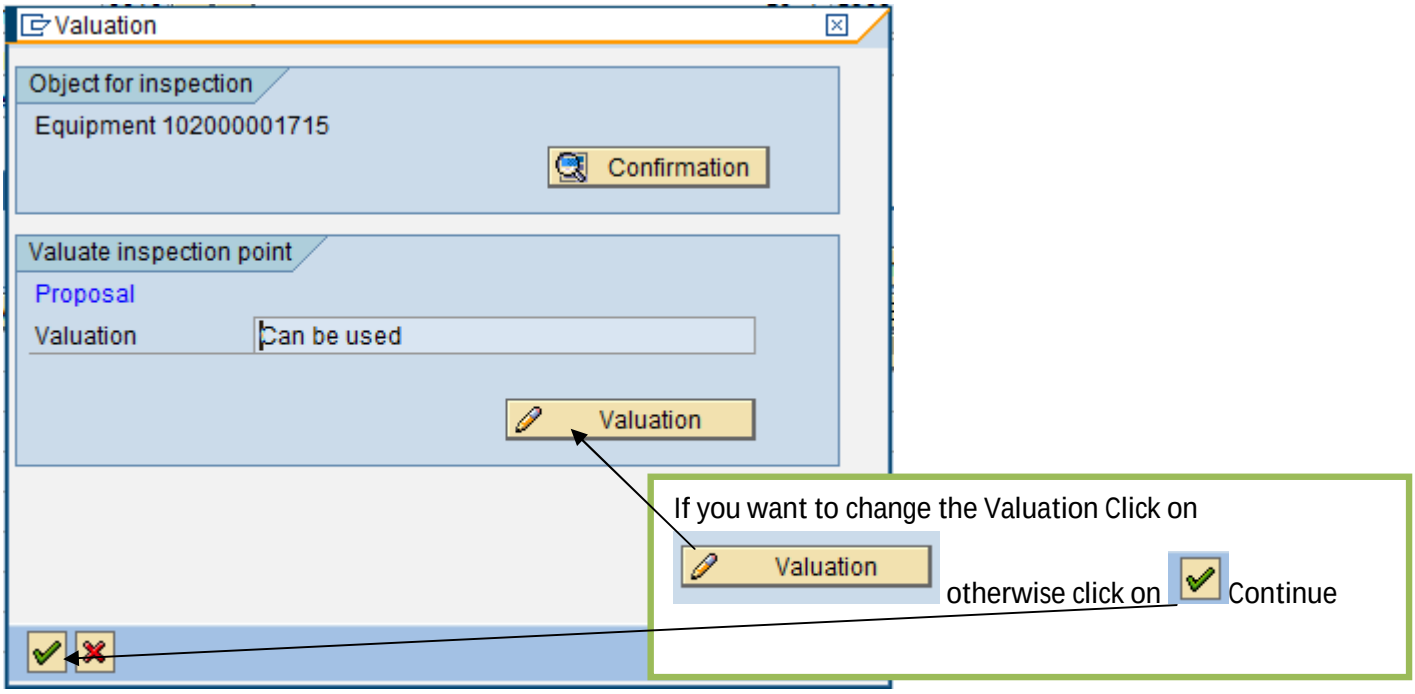


Press “Enter” Key on keyboard the screen appears as below

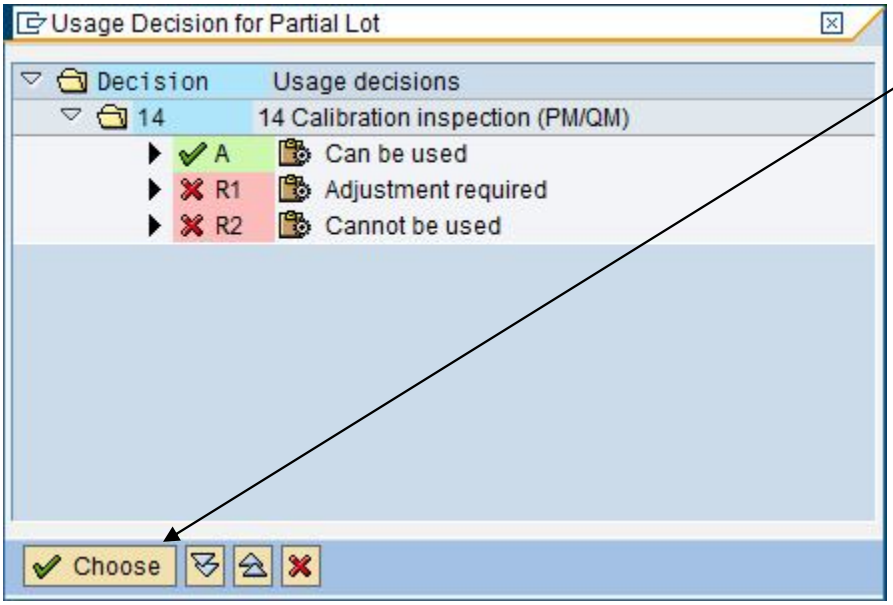


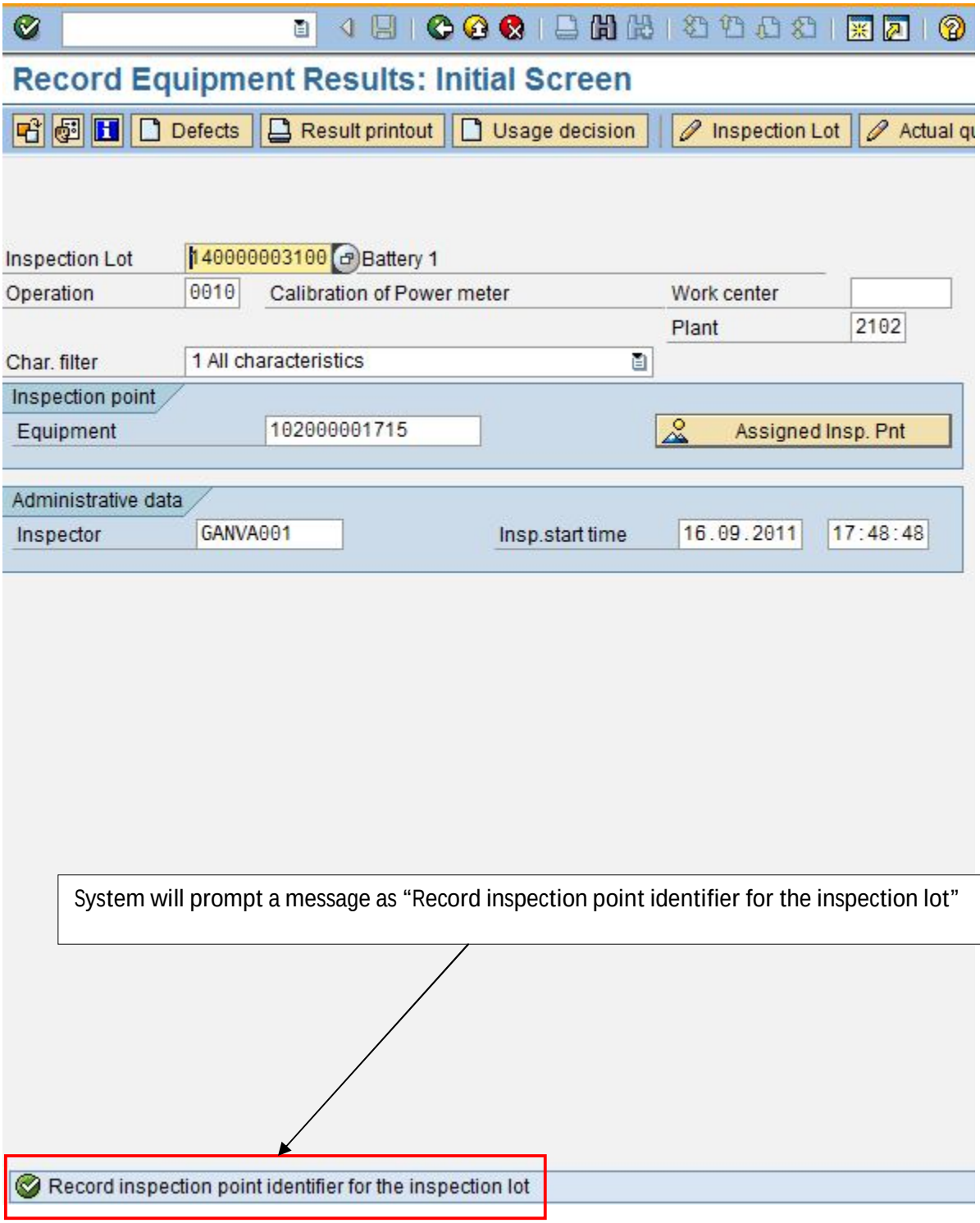
Click on Save

System will prompt for a pop-up window as below



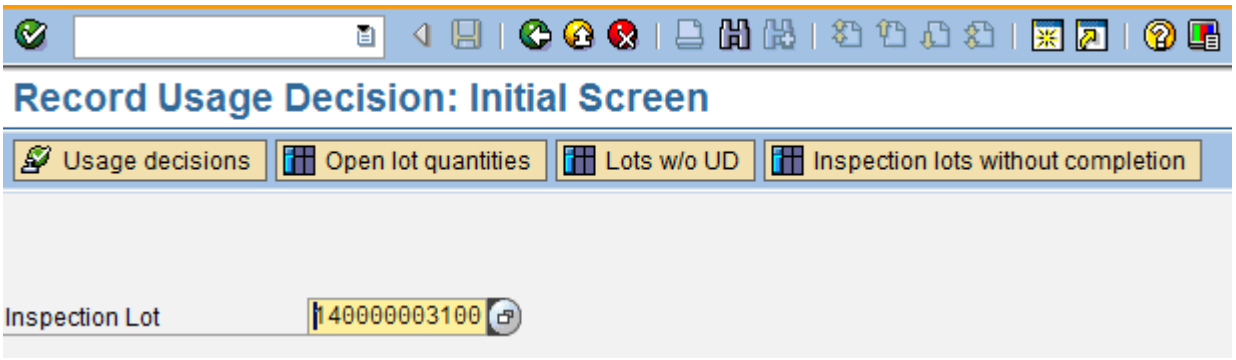
System prompts for pop-up window as below Select the Valuation and click on Choose Choose



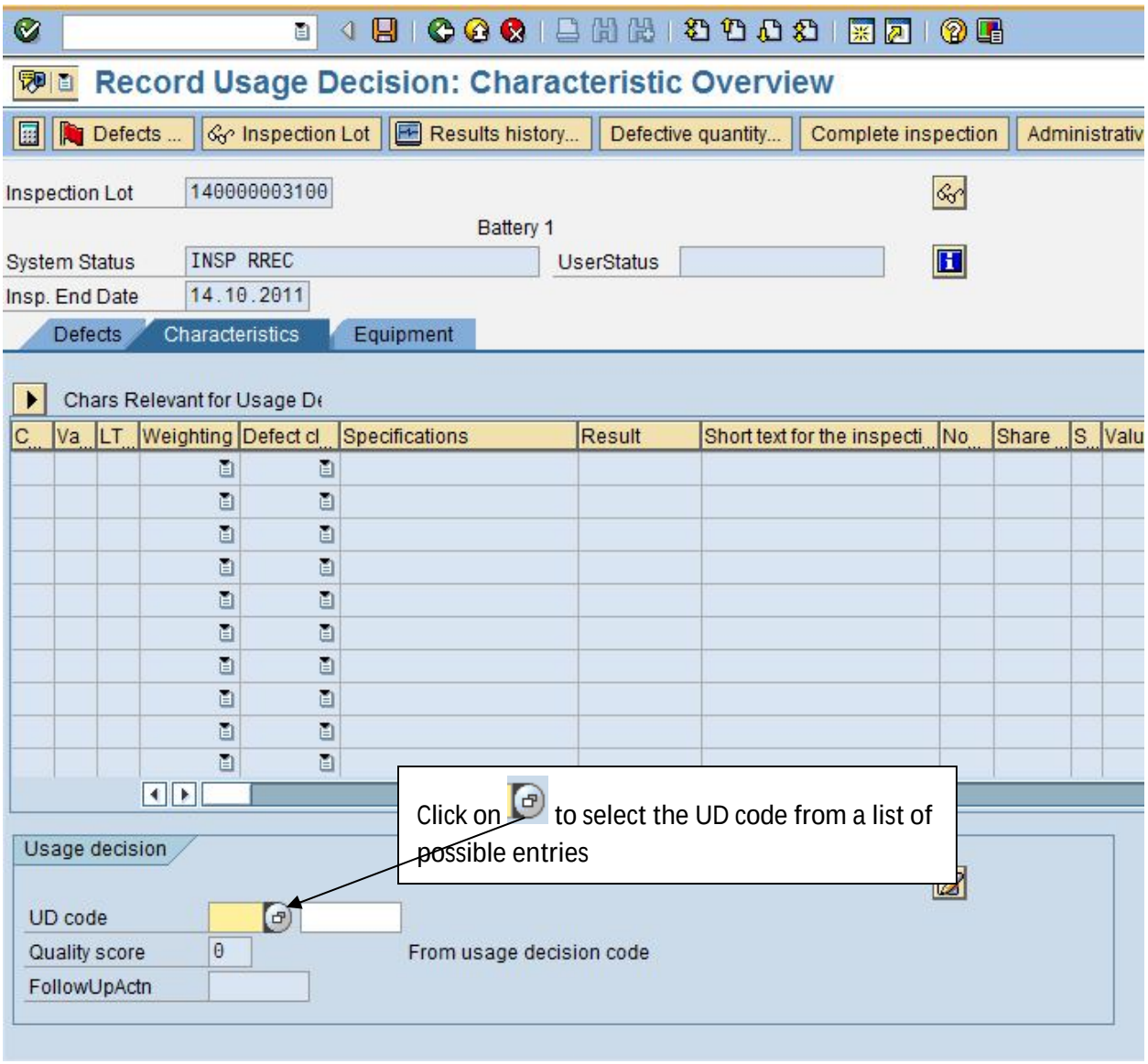

Record Equipment Results: Initial Screen
Defects
Result printout
Usage decision
Inspection Lot
Actual qu
Inspection Lot
40000003100
Battery 1
Operation
0010
Calibration of Power meter
Work center
Plant
2102
Char. filter
1 All characteristics
Inspection point
Equipment
102000001715
Assigned Insp. Pnt
Administrative data
Inspector
GANVA001
Insp.start time
16.09.2011
17:48:48
System will prompt a message as “Record inspection point identifier for the inspection lot”
Record inspection point identifier for the inspection lot

Usage Decision

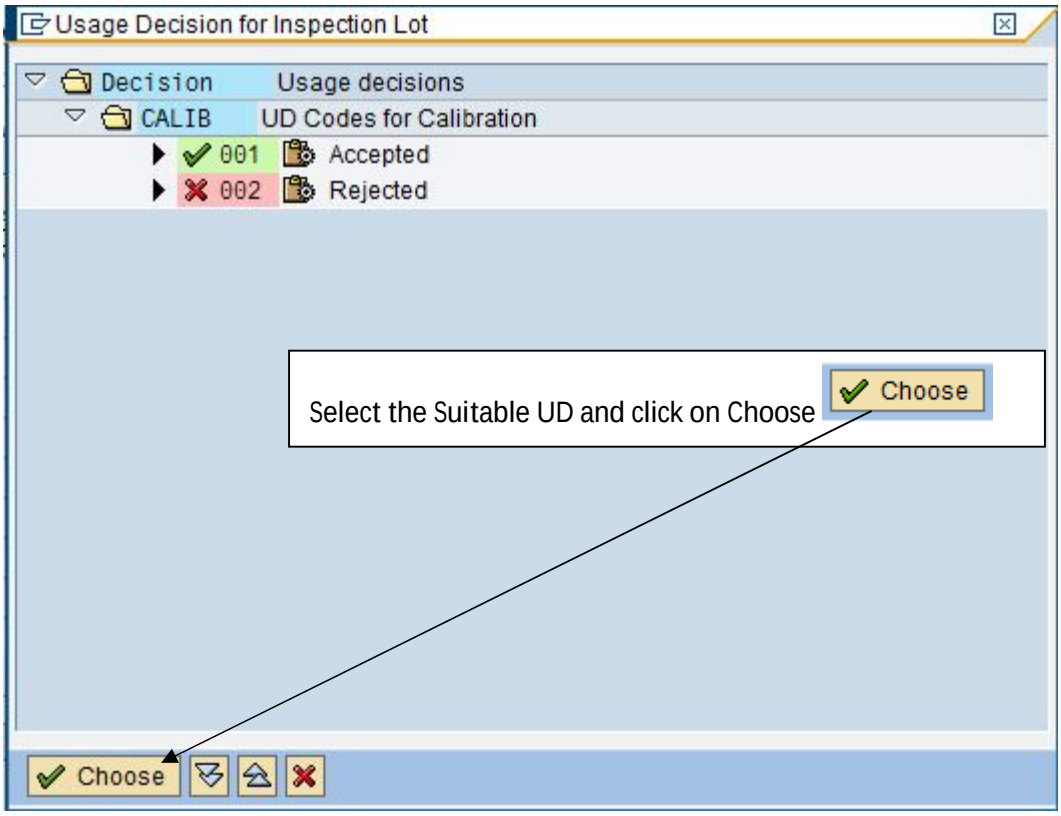
SAP Menu	SAP Menu---Logistics---Plant Maintenance---Maintenance Processing---Order---Inspection Processing---Usage Decision---Enter
T Code	Type **QA11** in Command Field and press
User Menu	Select corresponding Node for QA11 / Enter



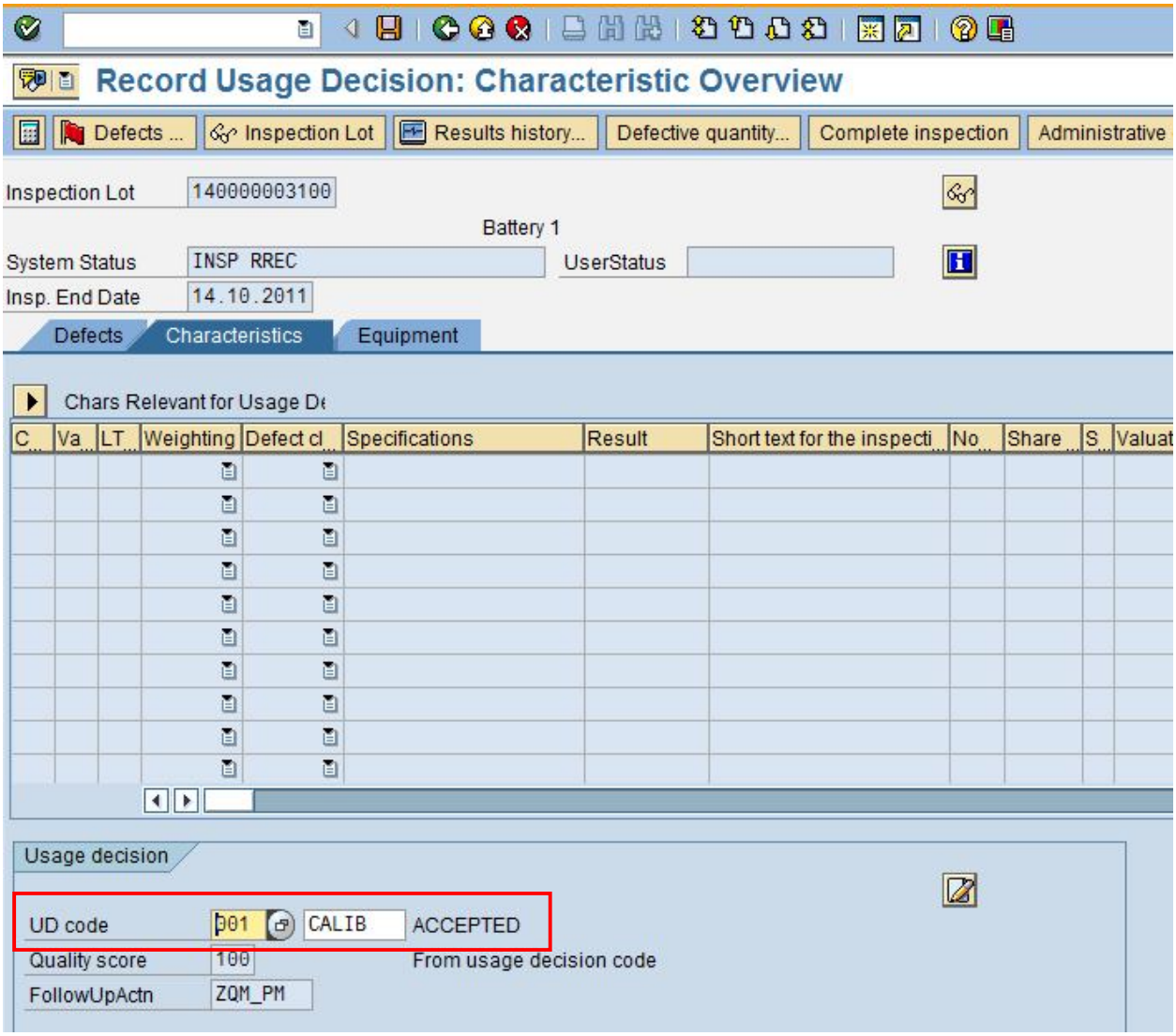
Input the Inspection Lot Number and Click on Continue



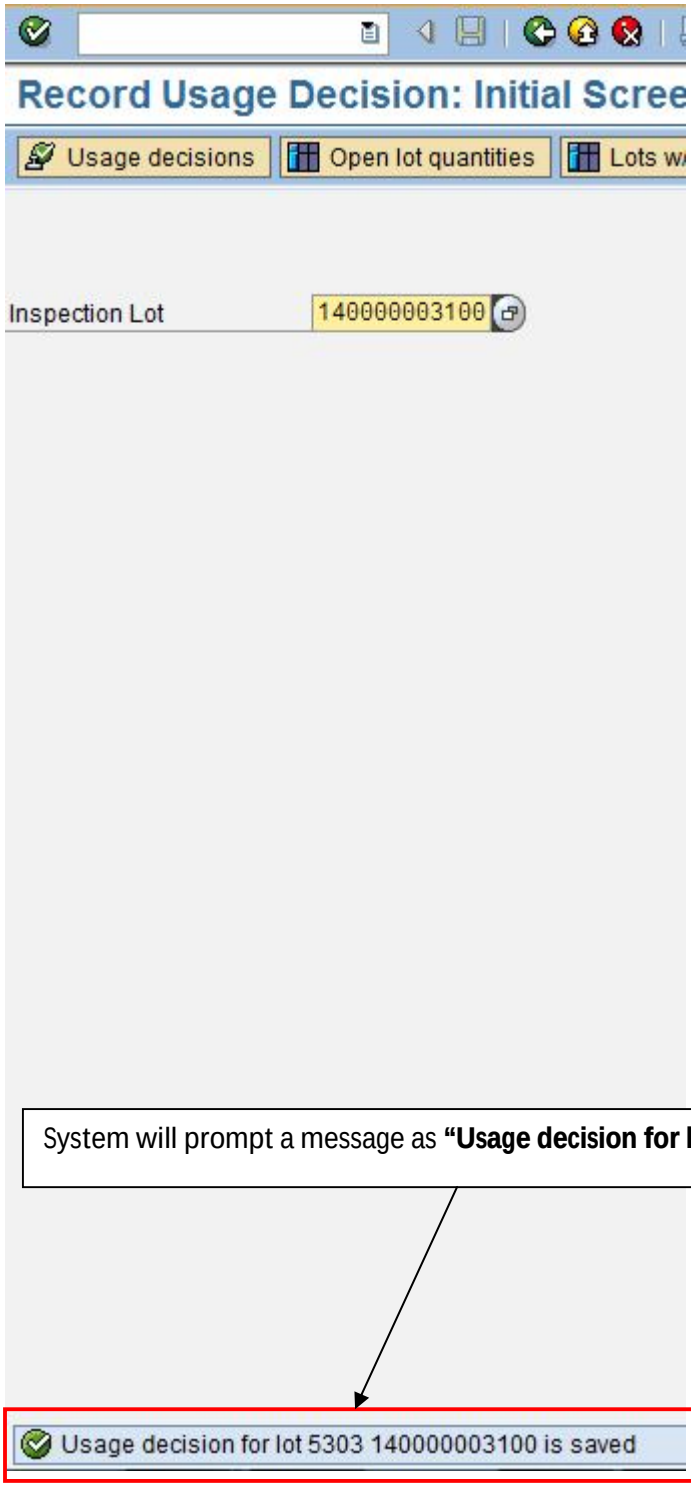
System will prompt for pop-up window as below



System will update the selected UD

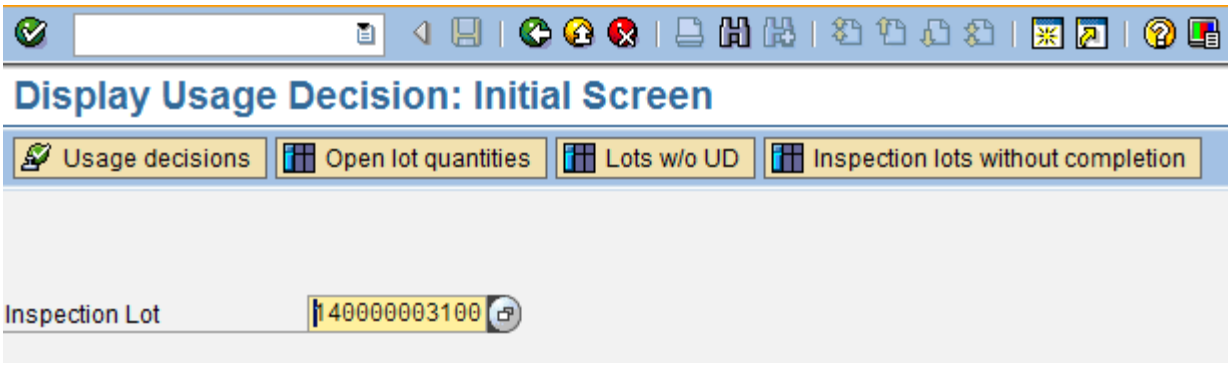


Click on Save


Record Usage Decision: Initial Scree
Usage decisions
Open lot quantities
Lots w
Inspection Lot
140000003100
System will prompt a message as **"Usage decision for lot XXXXXXXXXXX is saved"**
Usage decision for lot 5303 140000003100 is saved

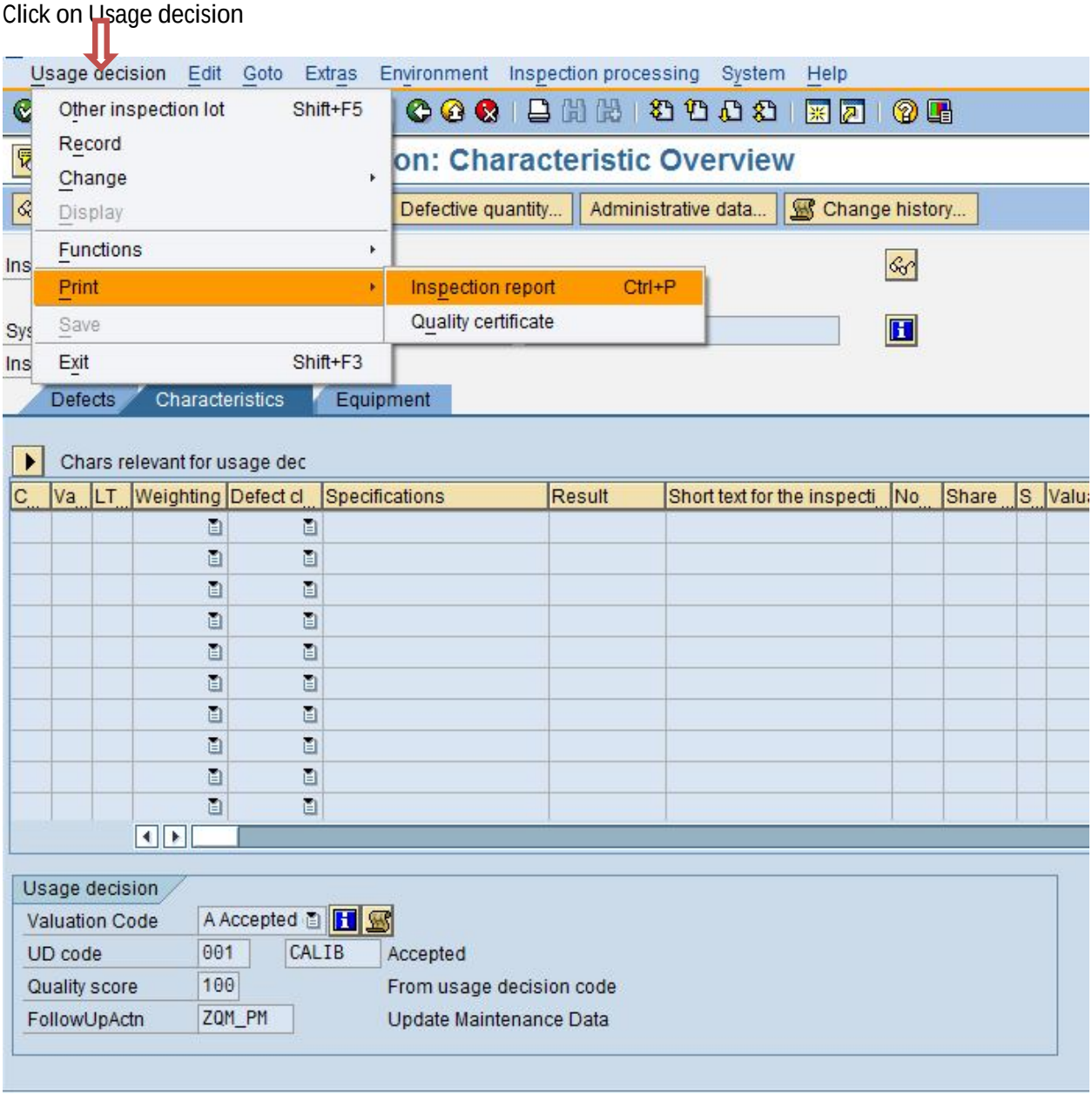
View Calibration Result

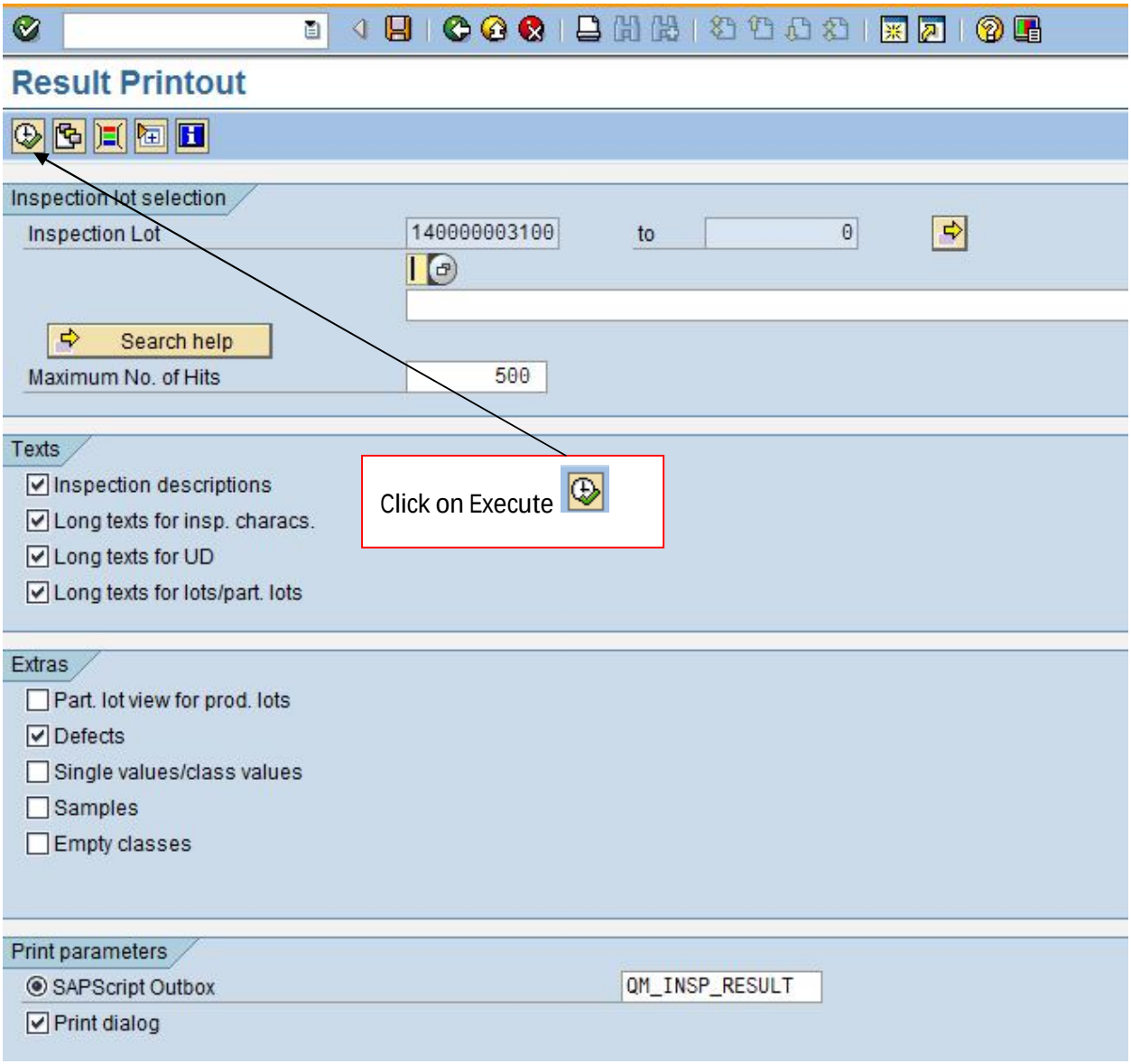
SAP Menu	SAP Menu---Logistics---Plant Maintenance---Maintenance Processing---Order---Inspection Processing---Usage Decision---Display
T Code	Type **QA13** in Command Field and press
User Menu	Select corresponding Node for QA13 / Display



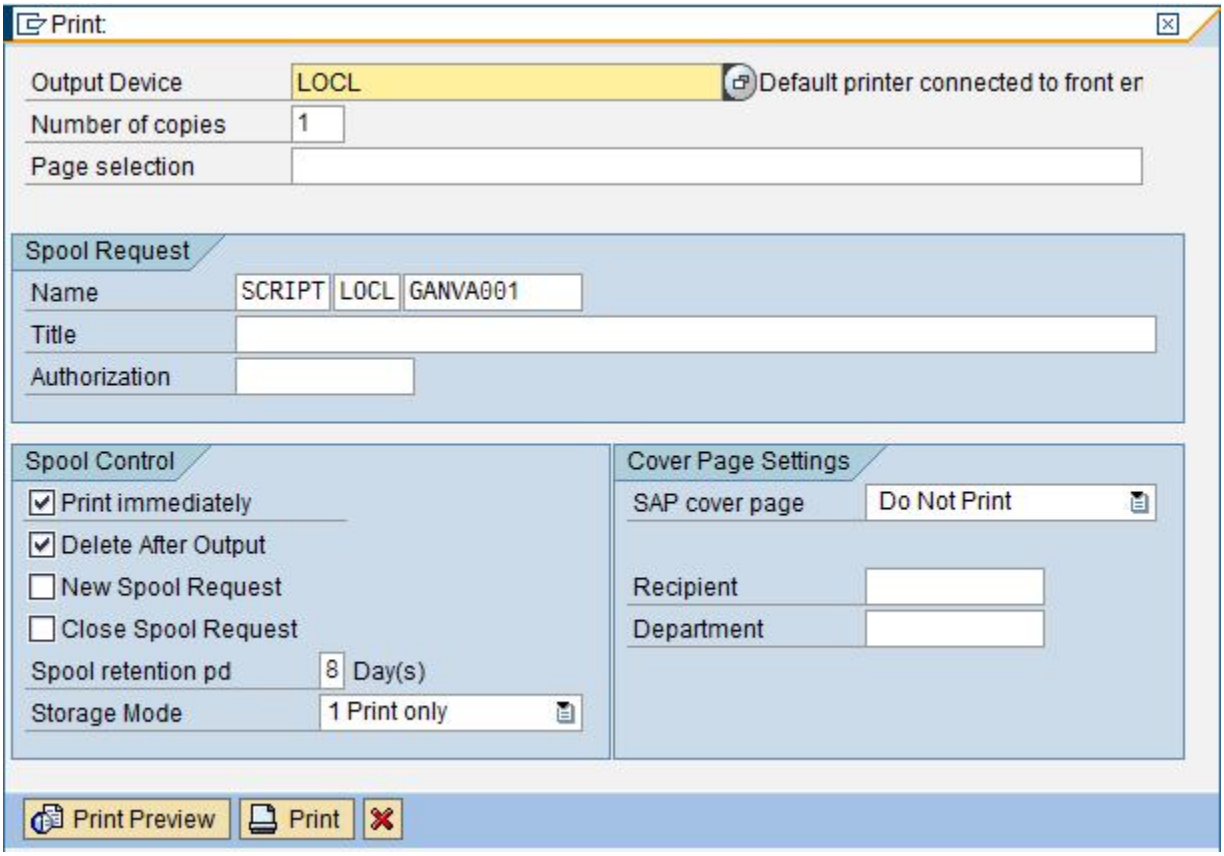
Input the Inspection Lot Number and Click on Continue

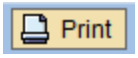
Click on Usage decision

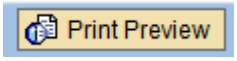




System will prompt for a pop-up window as below



If your PC is connected to a printer Click on Print 

To see the Print Preview Click on 

See the below Print Preview

Print Preview of LOCL Page 00001 of 00001

16.09.2011 18:32 Page 01 from 01

Inspection report

Inspection lot	140000003100
Material	Battery 1
Status	**Usage decision made/No defects found**
Origin	14 Plant Maintenance
Inspection type	14 Inspection in Plant Maintenance
Task list	Calibration Task List
Inspection period	14.10.2011 - 14.10.2011
Lot size	1 ST
Sample size	1 ST

Operation 0010 **Calibration of Power meter**

Equipment

Equipment	102000001715
Valuation	A Accepted (OK)
Code	A Can be used

Characteristic	**0010**	**Opticial Power Meter Type B**				
Status	Processing is completed					
To be inspected	1 * 1.00 ST	*Inspected*	1	*Nonconforming*	0	
Attribute	Result is valid (default)					
Details	Mean of valid measured values		-30.0	DBM		
Valuation	Accepted					

Usage decision

Valuation	Accepted (OK)
Code	001 Accepted
Quality score	100

Maintenance Order Settlement

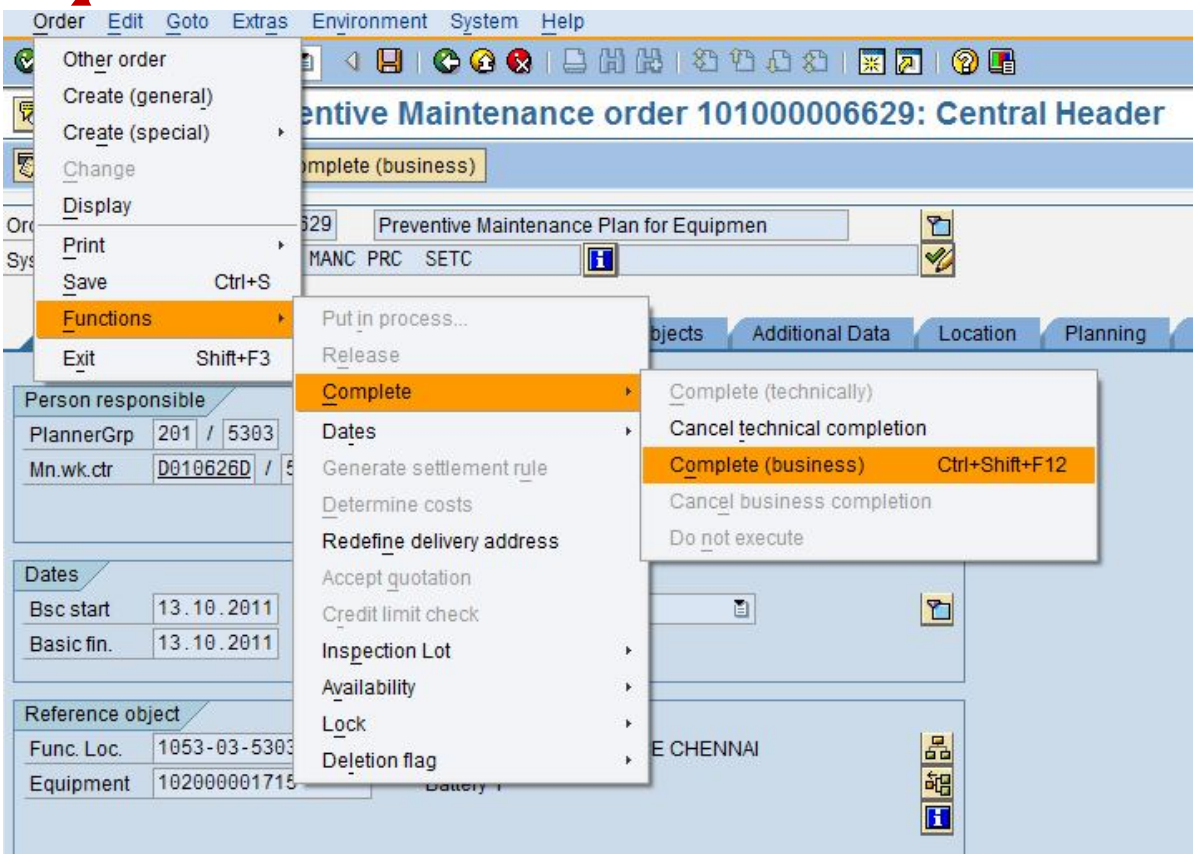
At the month end, finance department will open the orders which are technically completed and Settle them, after the settlement the actual cost of the order will be transferred to the cost centre, And actual cost of the order will become zero. After this activity the order will be Business Completed

Business Completion of Maintenance Order

The Order status will be updated to **"CLSD"**

SAP Menu	SAP Menu---Logistics---Plant Maintenance---Maintenance Processing---Order---Change
T Code	Type **IW32** in Command Field and press
User Menu	Select corresponding Node for IW32 / Order Change

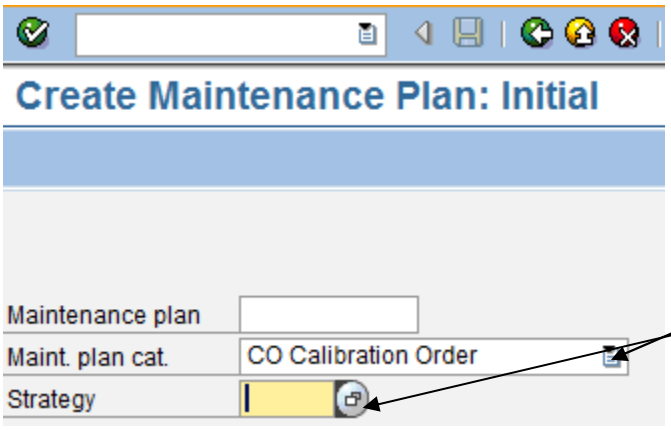
Click on **"Order"**



Calibration-External

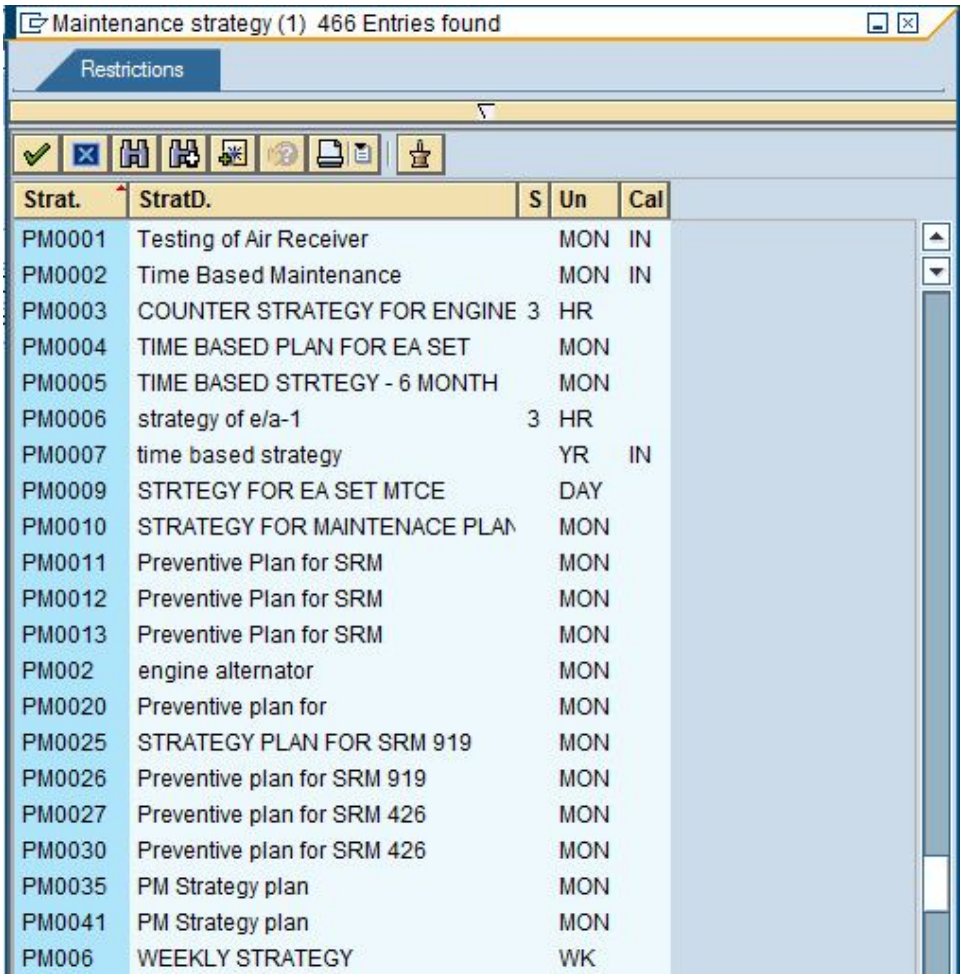
Create Maintenance Plan

SAP Menu	SAP Menu---Logistics---Plant Maintenance---Preventive Maintenance---Maintenance Planning---Maintenance Plans---Create---Strategy Plan
T Code	Type **IP42** in Command Field and press
User Menu	Select corresponding Node for IP42 / Strategy Plan

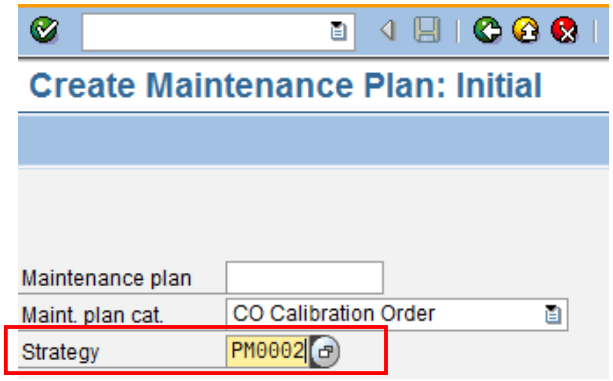


Select the suitable Maintenance Plan Category from drop down list and select the suitable Strategy from possible entries

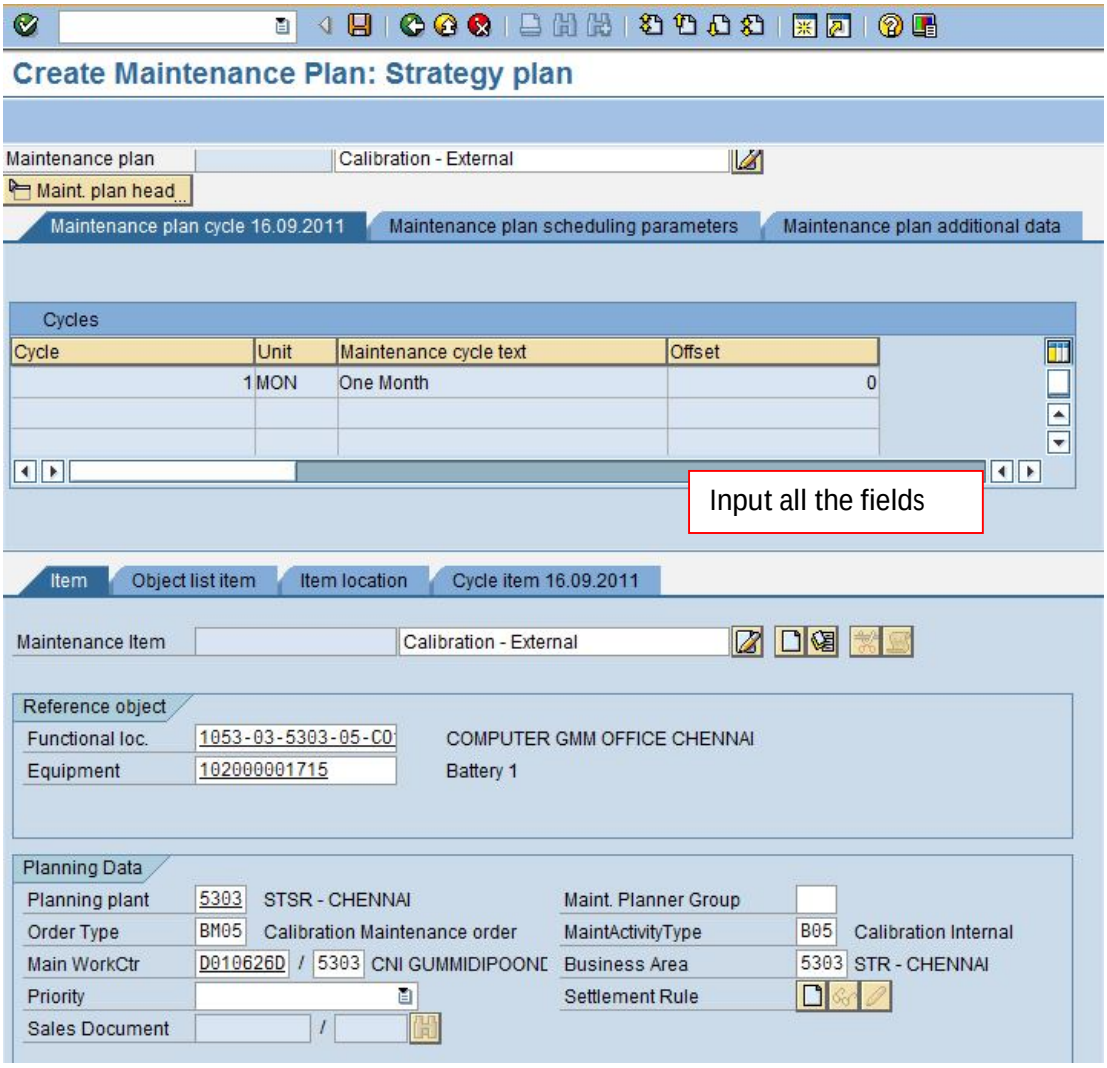
System will prompt for possible entries list, double click on the suitable strategy to update the strategy field



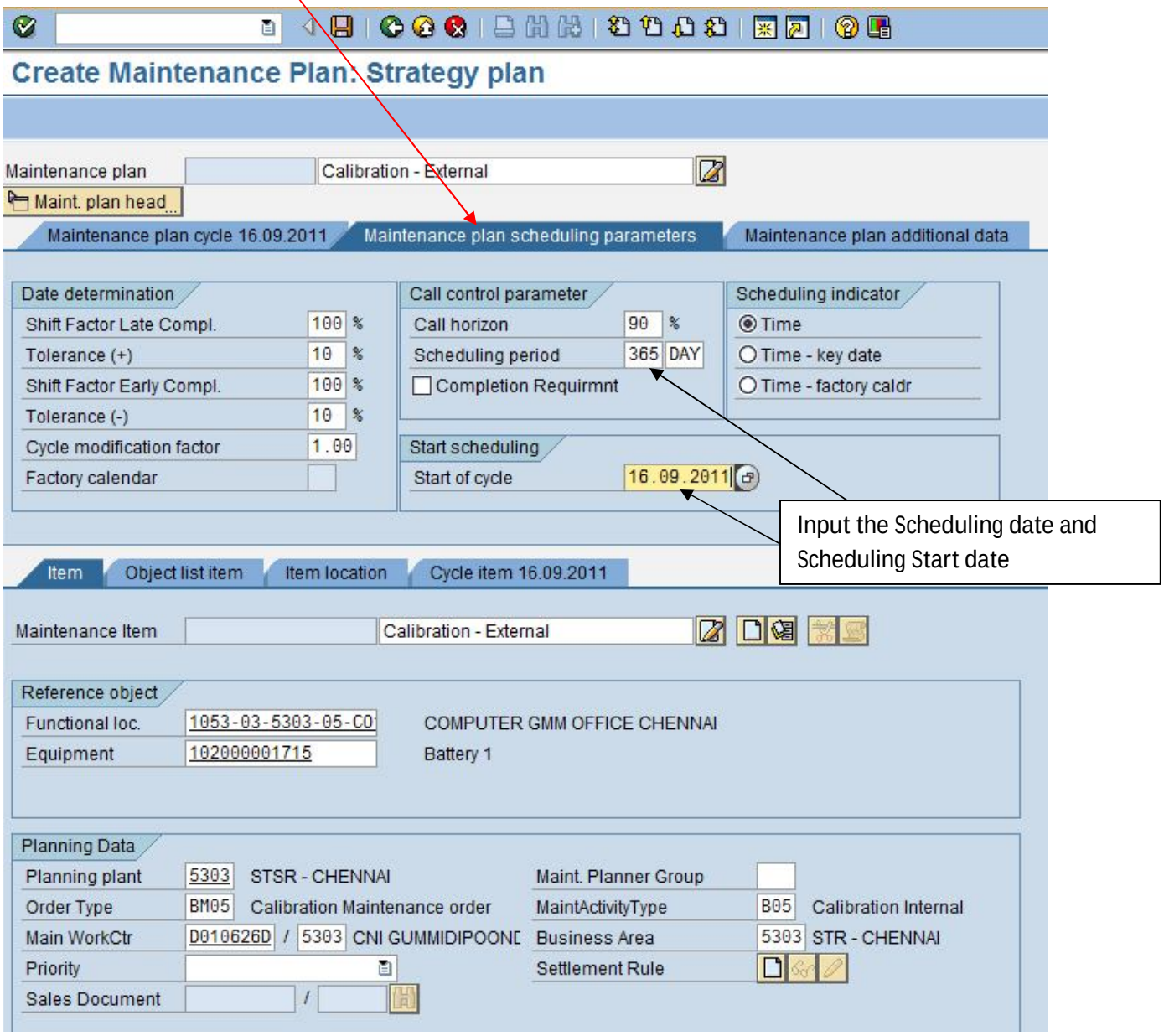
From above list, double click on the suitable strategy, system will update the strategy filed automatically with the selected strategy



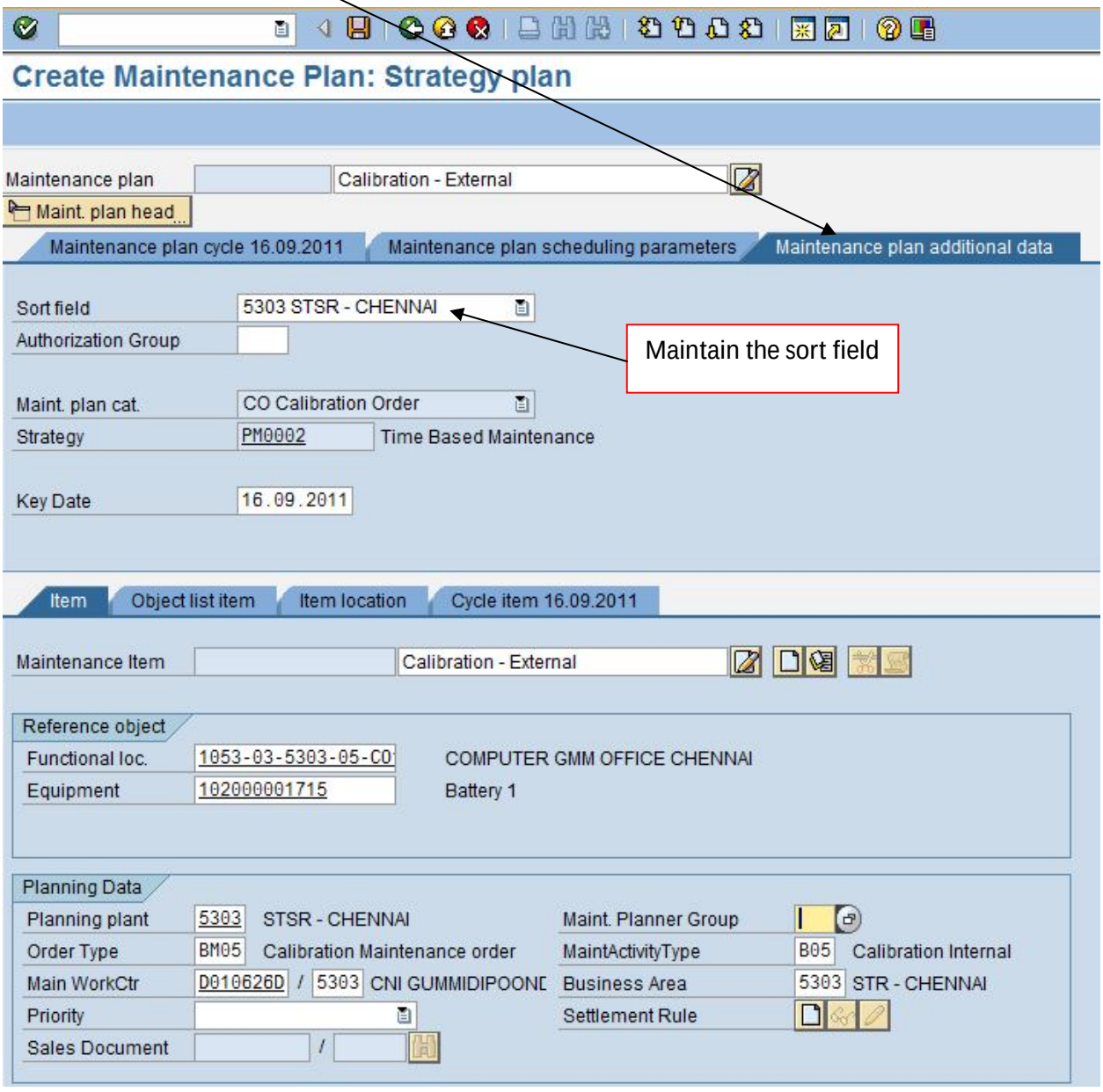
Click on continue or Press Enter key on the keyboard



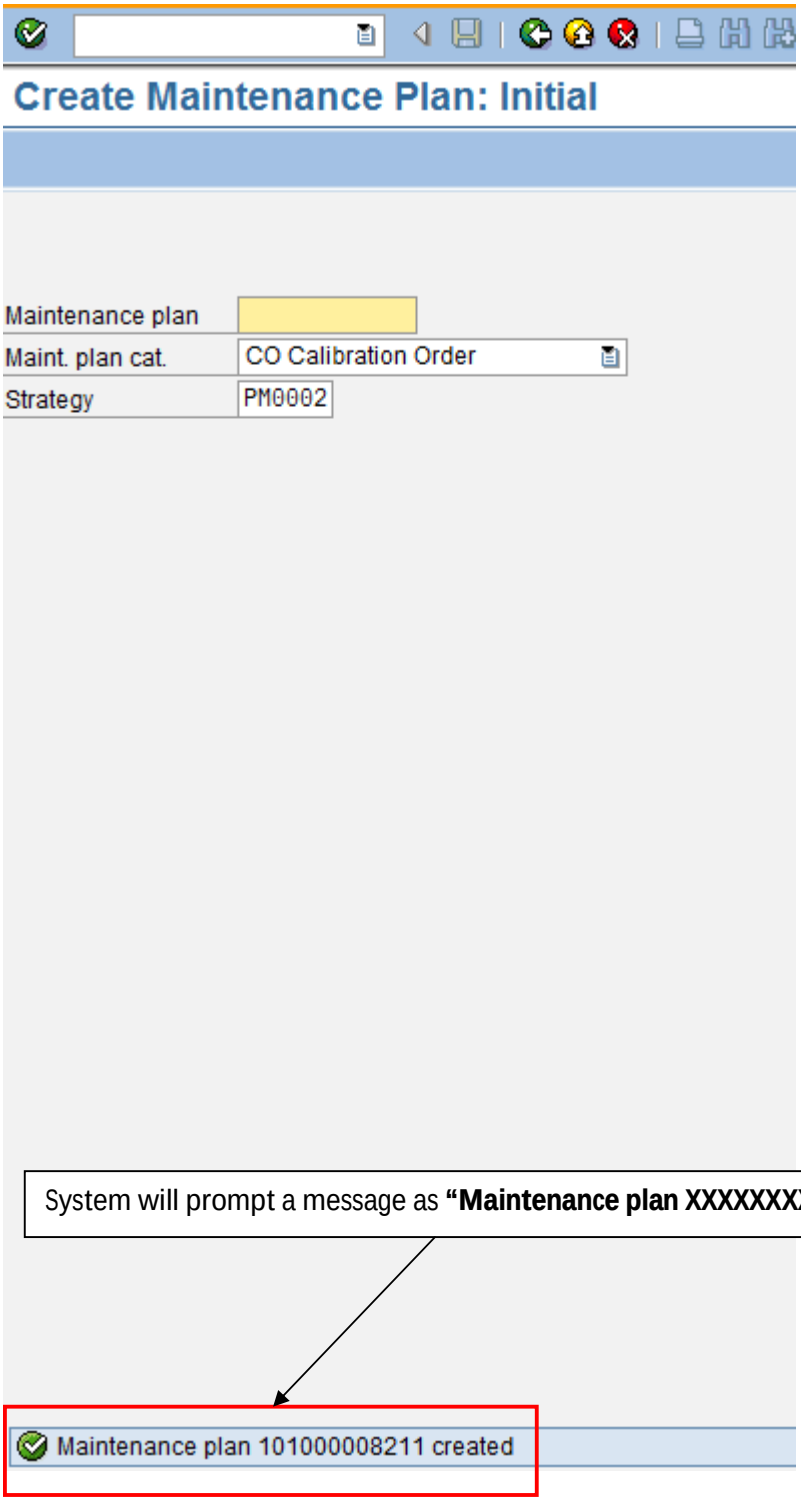
Click on **"Maintenance Plan Scheduling Parameters"** Tab



Click on **"Maintenance plan Additional Data"** Tab

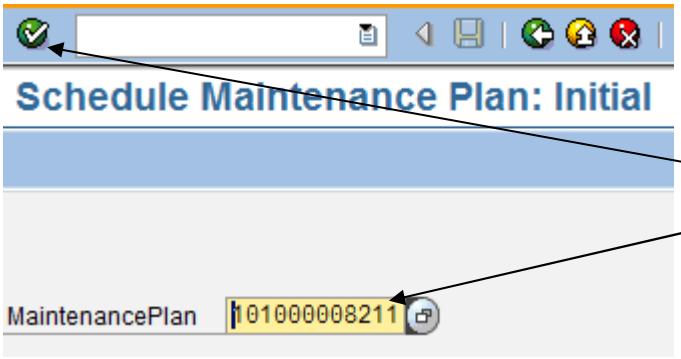


Click on Save


Create Maintenance Plan: Initial
Maintenance plan
Maint. plan cat.
CO Calibration Order
Strategy
PM0002
System will prompt a message as **"Maintenance plan XXXXXXXXXX created"**
Maintenance plan 101000008211 created

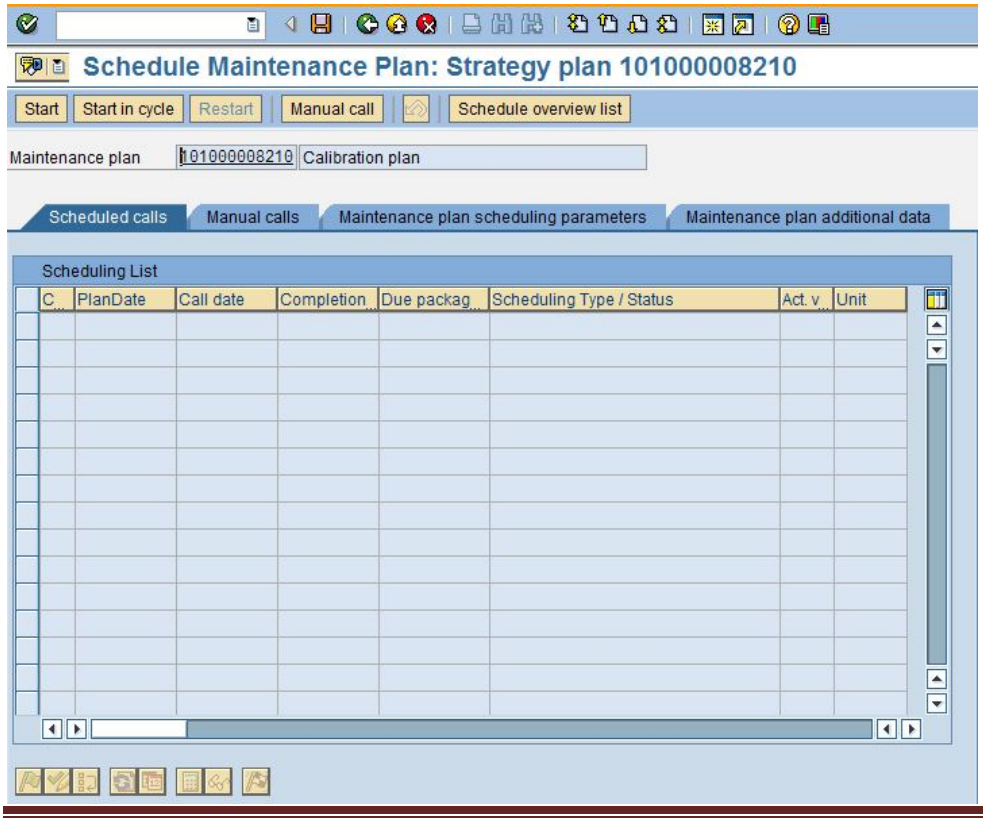
Schedule Plan

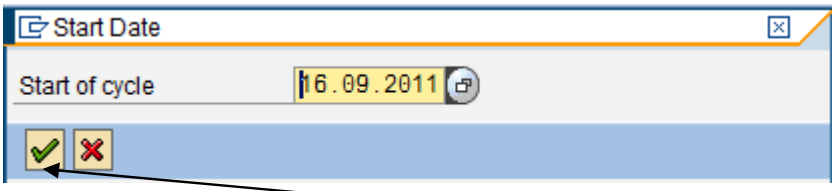
SAP Menu	SAP Menu---Logistics---Plant Maintenance---Preventive Maintenance---Maintenance Planning---Scheduling for Maintenance Plans---Schedule
T Code	Type **IP10** in Command Field and press
User Menu	Select corresponding Node for IP10 / Schedule



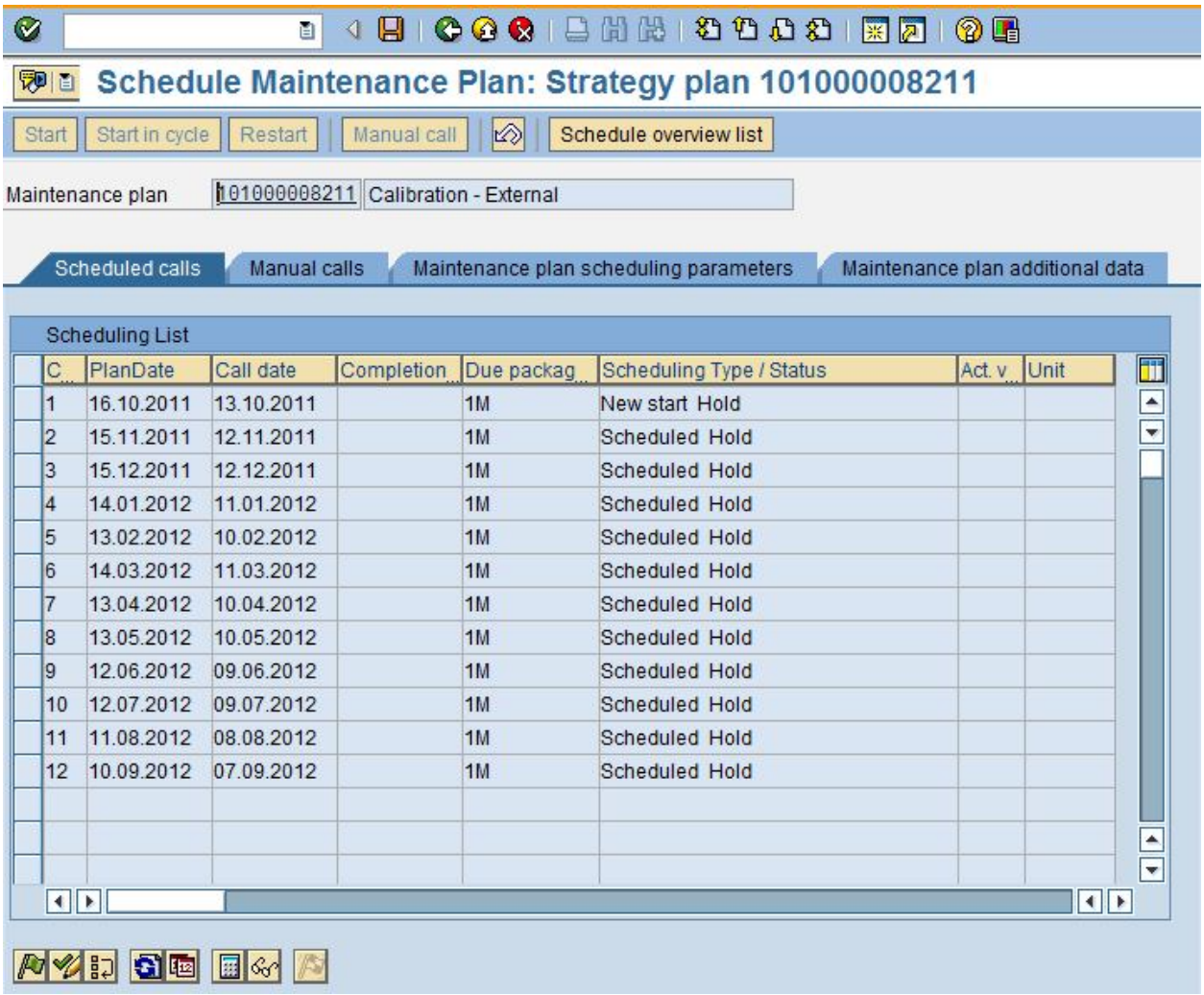
Input the Maintenance plan Number and

Click on Continue

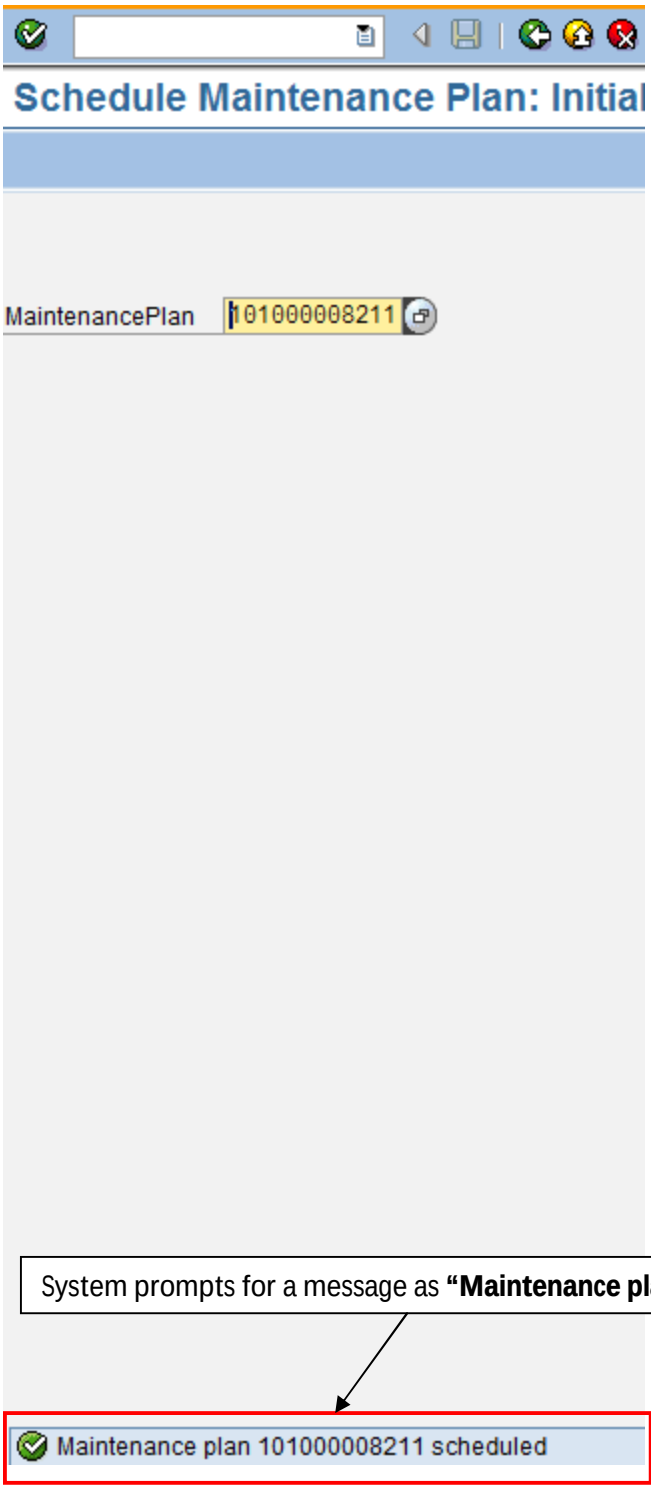




Input the Cycle start date and click on Continue

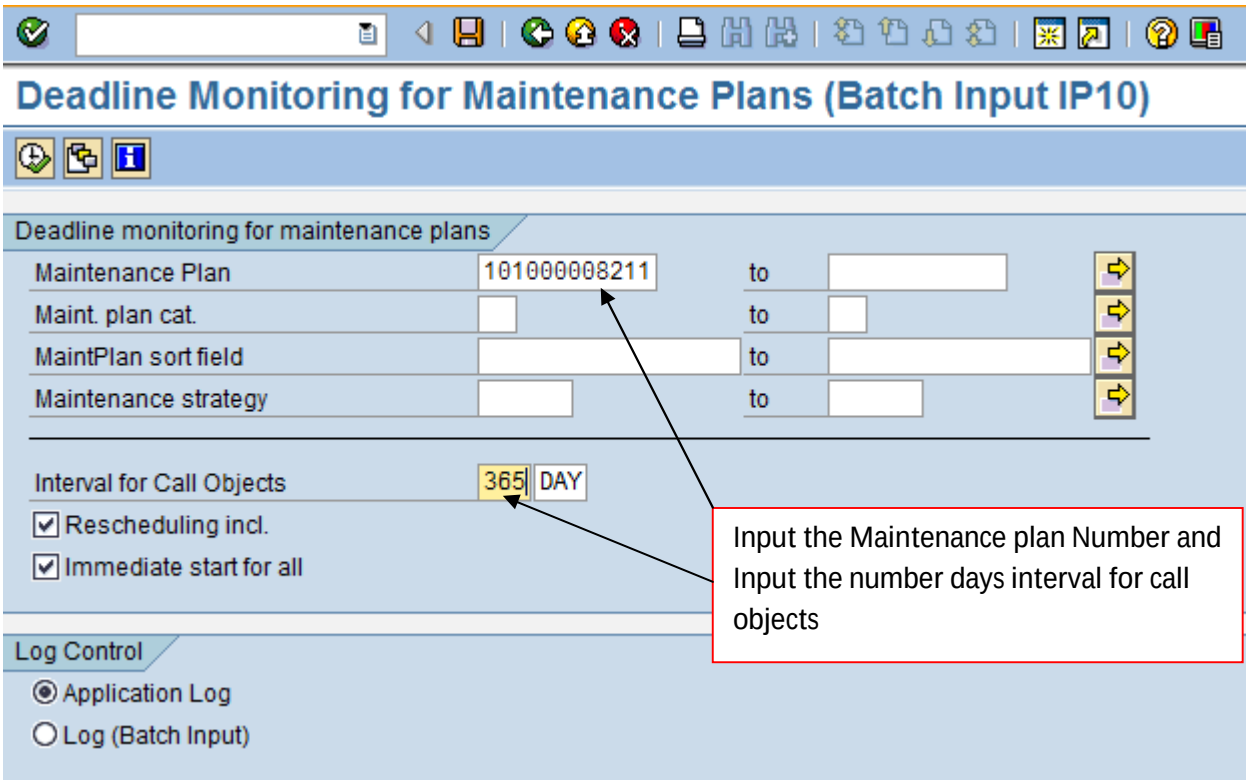


C...	PlanDate	Call date	Completion	Due packag...	Scheduling Type / Status	Act. v...	Unit
1	16.10.2011	13.10.2011		1M	New start Hold		
2	15.11.2011	12.11.2011		1M	Scheduled Hold		
3	15.12.2011	12.12.2011		1M	Scheduled Hold		
4	14.01.2012	11.01.2012		1M	Scheduled Hold		
5	13.02.2012	10.02.2012		1M	Scheduled Hold		
6	14.03.2012	11.03.2012		1M	Scheduled Hold		
7	13.04.2012	10.04.2012		1M	Scheduled Hold		
8	13.05.2012	10.05.2012		1M	Scheduled Hold		
9	12.06.2012	09.06.2012		1M	Scheduled Hold		
10	12.07.2012	09.07.2012		1M	Scheduled Hold		
11	11.08.2012	08.08.2012		1M	Scheduled Hold		
12	10.09.2012	07.09.2012		1M	Scheduled Hold		

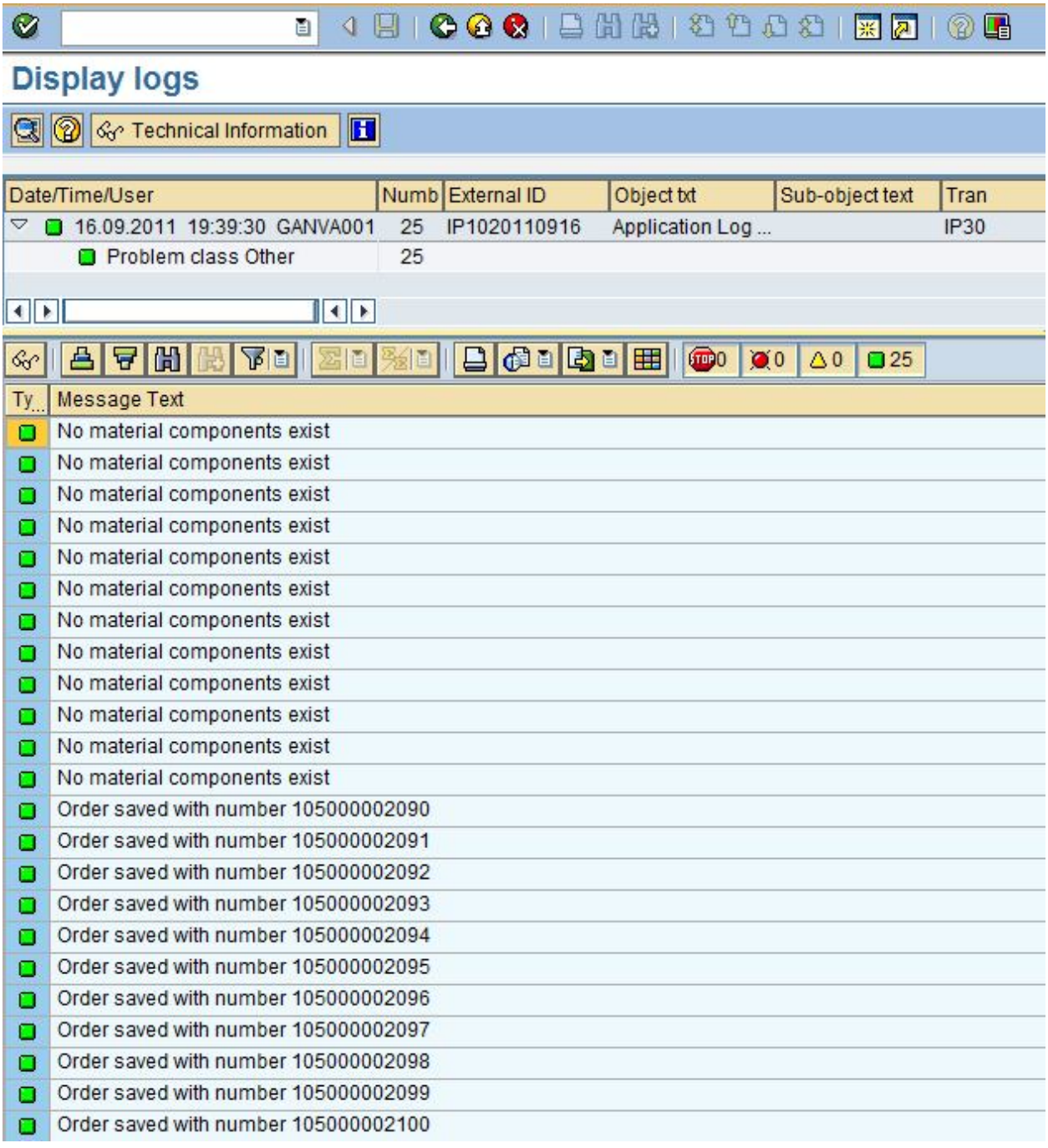

Schedule Maintenance Plan: Initial
MaintenancePlan
101000008211
System prompts for a message as "Maintenance plan XXXXXXXXXXX Scheduled"
Maintenance plan 101000008211 scheduled

Dead Line Monitoring

SAP Menu	SAP Menu---Logistics---Plant Maintenance---Preventive Maintenance---Maintenance Planning---Scheduling for Maintenance Plans---Deadline Monitoring
T Code	Type **IP30** in Command Field and press
User Menu	Select corresponding Node for IP30 / Dead Line Monitoring

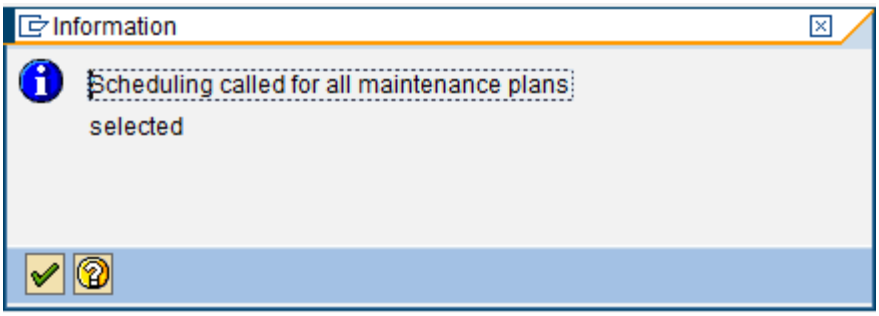


Click on Execute

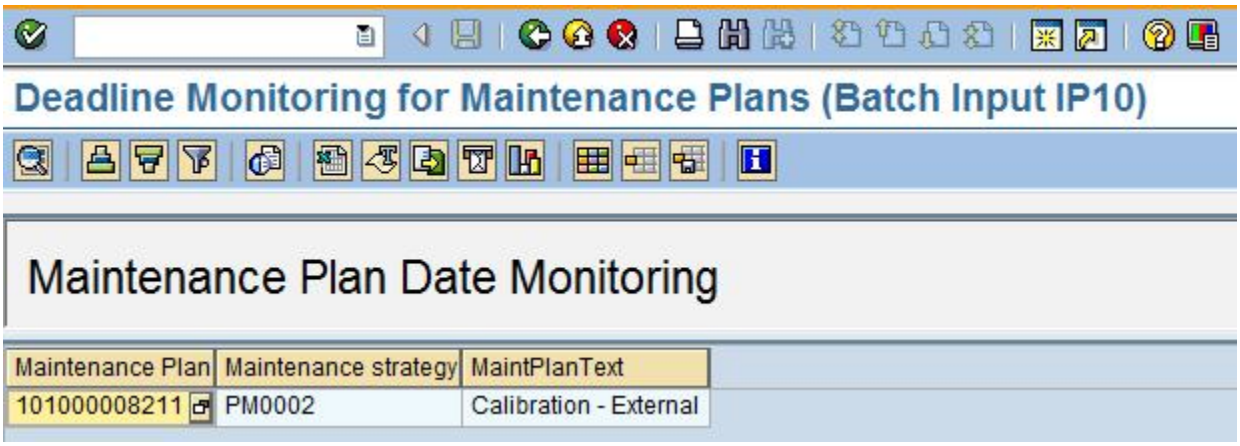


Click on Go Back (F3)

System will prompt for a pop-up window as below



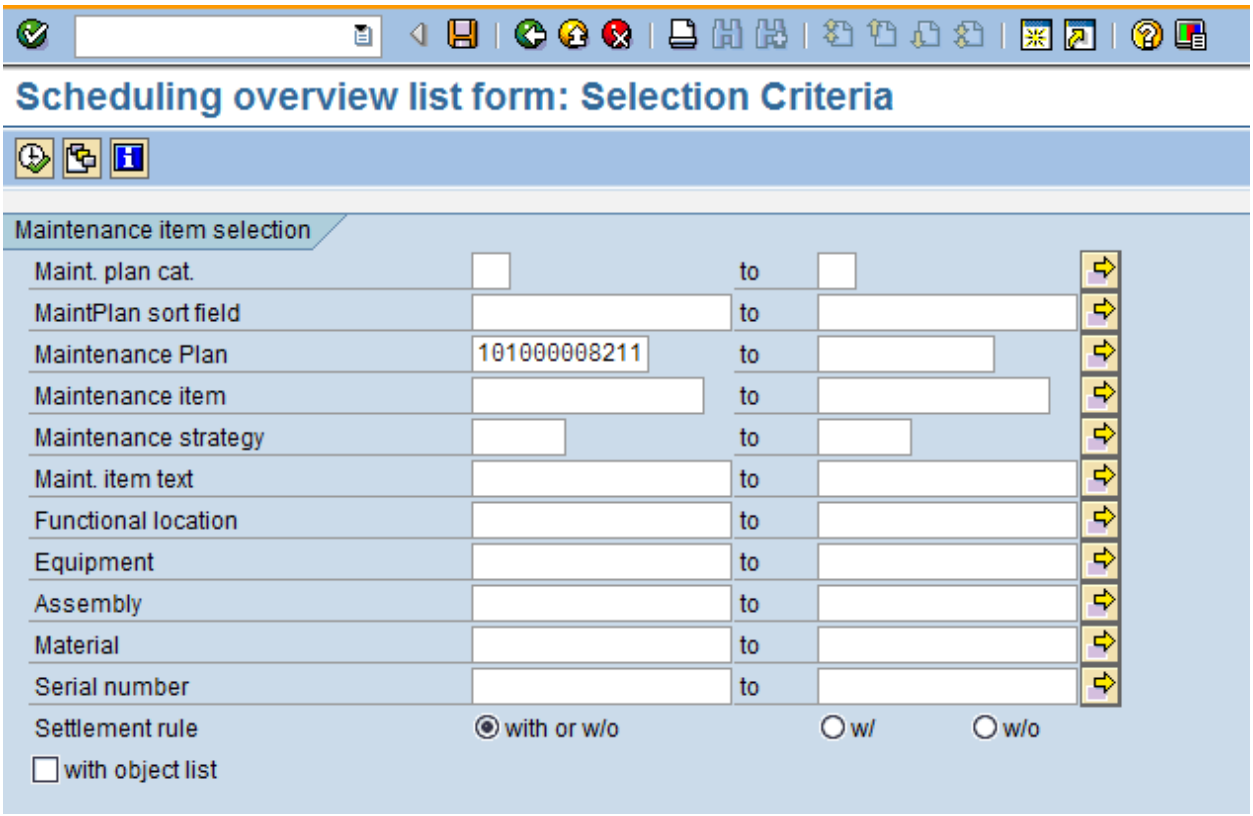
Click on Continue



Click on Go Back till you reached to SAP easy Access menu

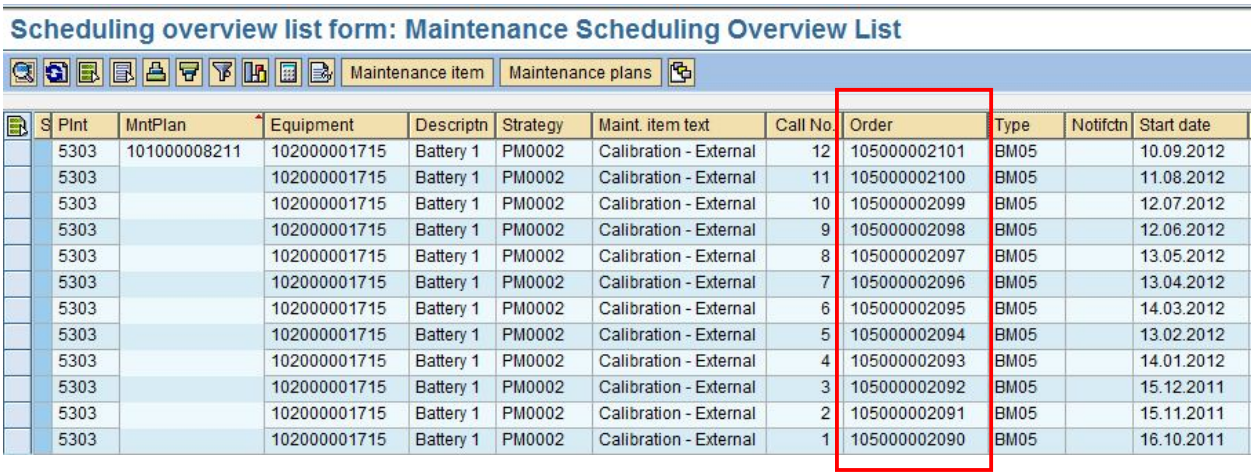
List of Call Objects

SAP Menu	SAP Menu---Logistics---Plant Maintenance---Preventive Maintenance---Maintenance Planning---Scheduling for Maintenance Plans---Scheduling Overview---List Display
T Code	Type **IP24** in Command Field and press
User Menu	Select corresponding Node for IP24 / List Display



Click on Execute

System will display the list of call Objects as below

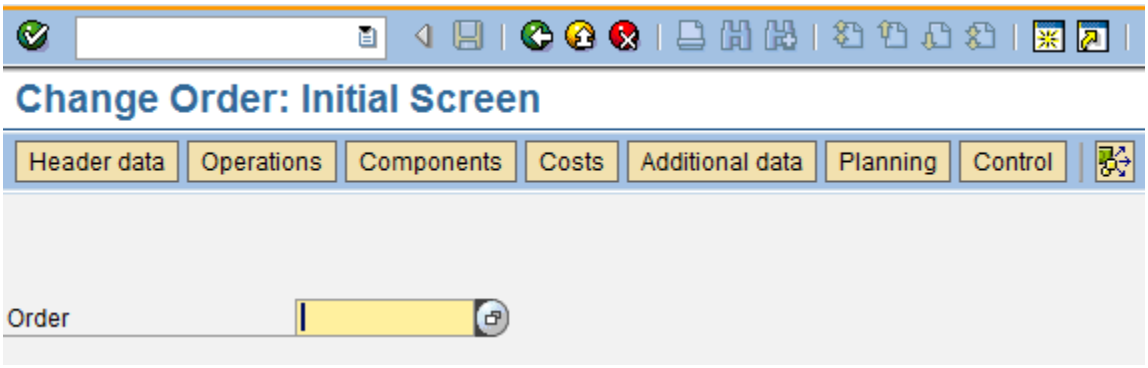


S	Plnt	MntPlan	Equipment	Descriptn	Strategy	Maint. item text	Call No.	Order	Type	Notifctn	Start date
	5303	101000008211	102000001715	Battery 1	PM0002	Calibration - External	12	105000002101	BM05		10.09.2012
	5303		102000001715	Battery 1	PM0002	Calibration - External	11	105000002100	BM05		11.08.2012
	5303		102000001715	Battery 1	PM0002	Calibration - External	10	105000002099	BM05		12.07.2012
	5303		102000001715	Battery 1	PM0002	Calibration - External	9	105000002098	BM05		12.06.2012
	5303		102000001715	Battery 1	PM0002	Calibration - External	8	105000002097	BM05		13.05.2012
	5303		102000001715	Battery 1	PM0002	Calibration - External	7	105000002096	BM05		13.04.2012
	5303		102000001715	Battery 1	PM0002	Calibration - External	6	105000002095	BM05		14.03.2012
	5303		102000001715	Battery 1	PM0002	Calibration - External	5	105000002094	BM05		13.02.2012
	5303		102000001715	Battery 1	PM0002	Calibration - External	4	105000002093	BM05		14.01.2012
	5303		102000001715	Battery 1	PM0002	Calibration - External	3	105000002092	BM05		15.12.2011
	5303		102000001715	Battery 1	PM0002	Calibration - External	2	105000002091	BM05		15.11.2011
	5303		102000001715	Battery 1	PM0002	Calibration - External	1	105000002090	BM05		16.10.2011

Calibration Orders List

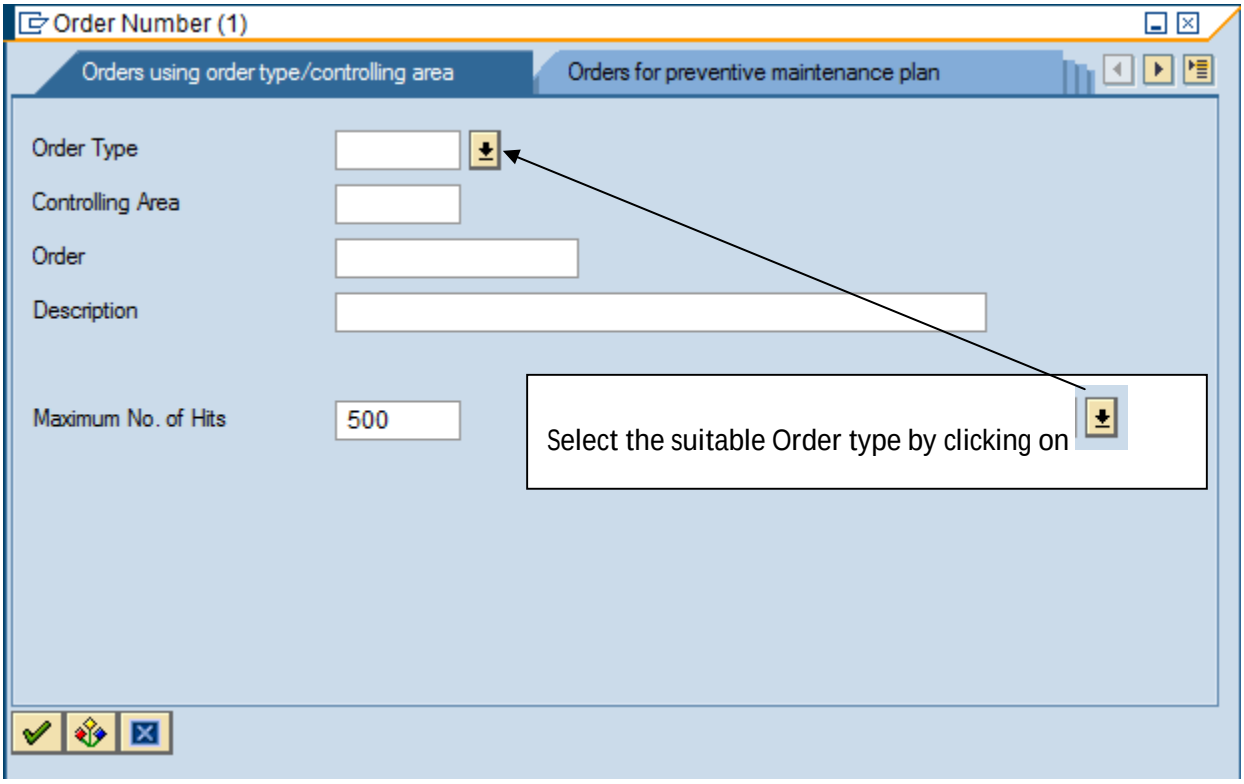
From T Code IW32

SAP Menu	SAP Menu---Logistics---Plant Maintenance---Maintenance Processing---Order---Change
T Code	Type **IW32** in Command Field and press
User Menu	Select corresponding Node for IW32 / Change

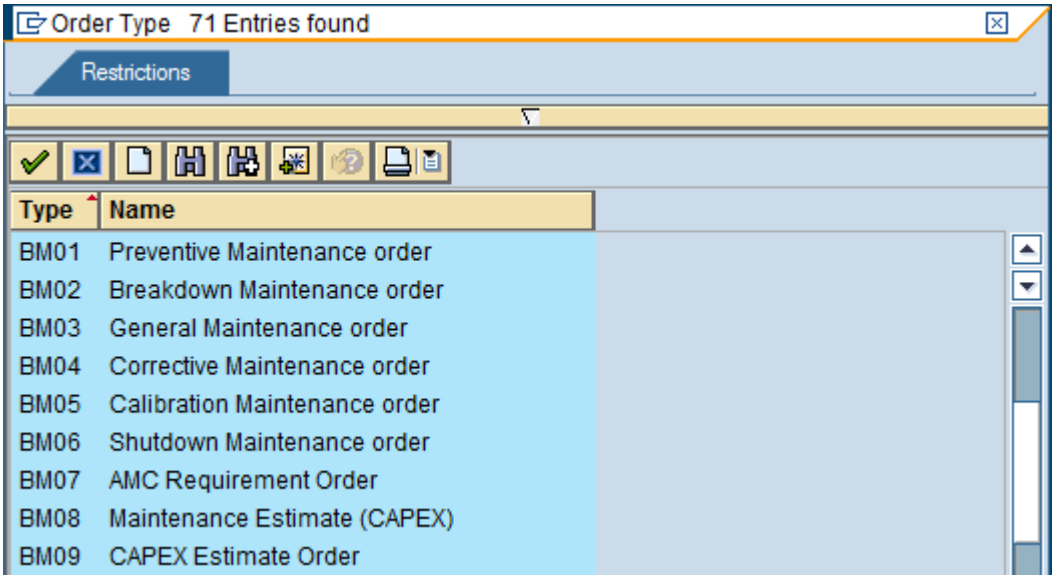


Place the Cursor in Order Field and Press F4 Key on the keyboard or Click on

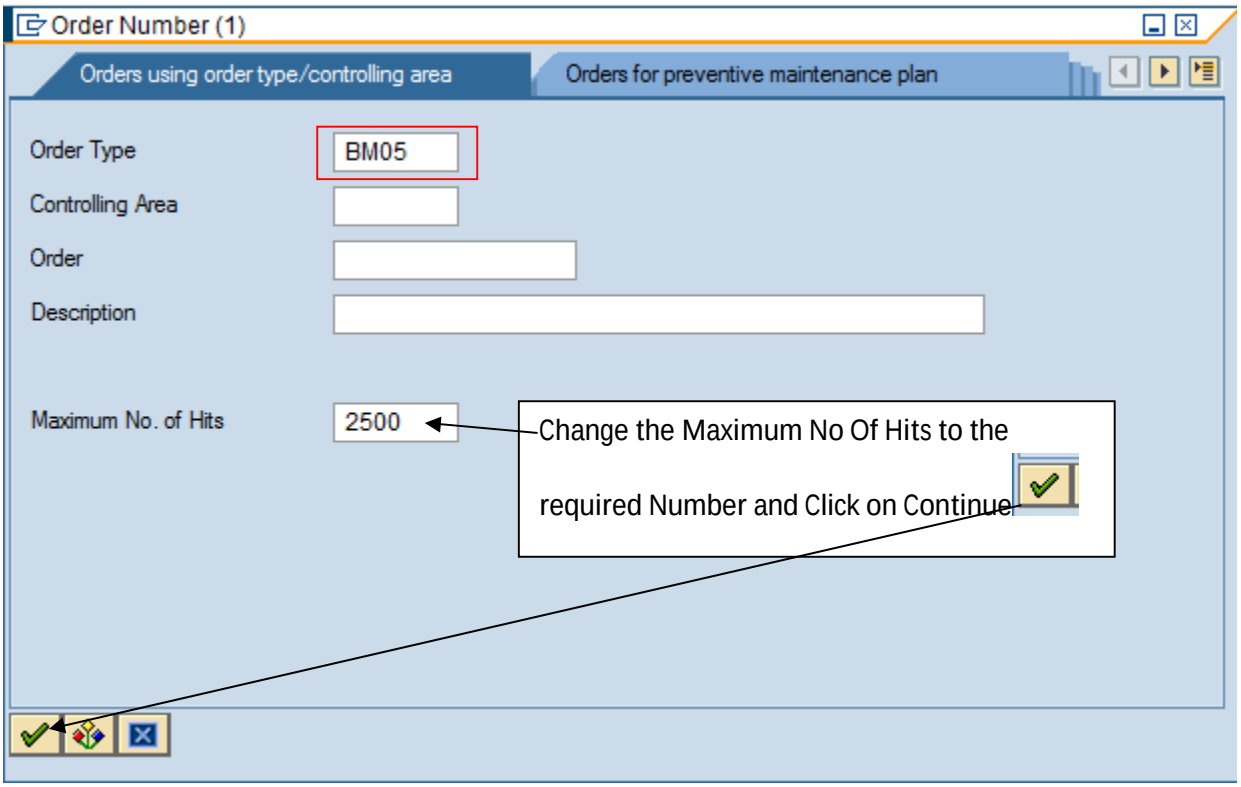
System will prompt for a pop-up window as below

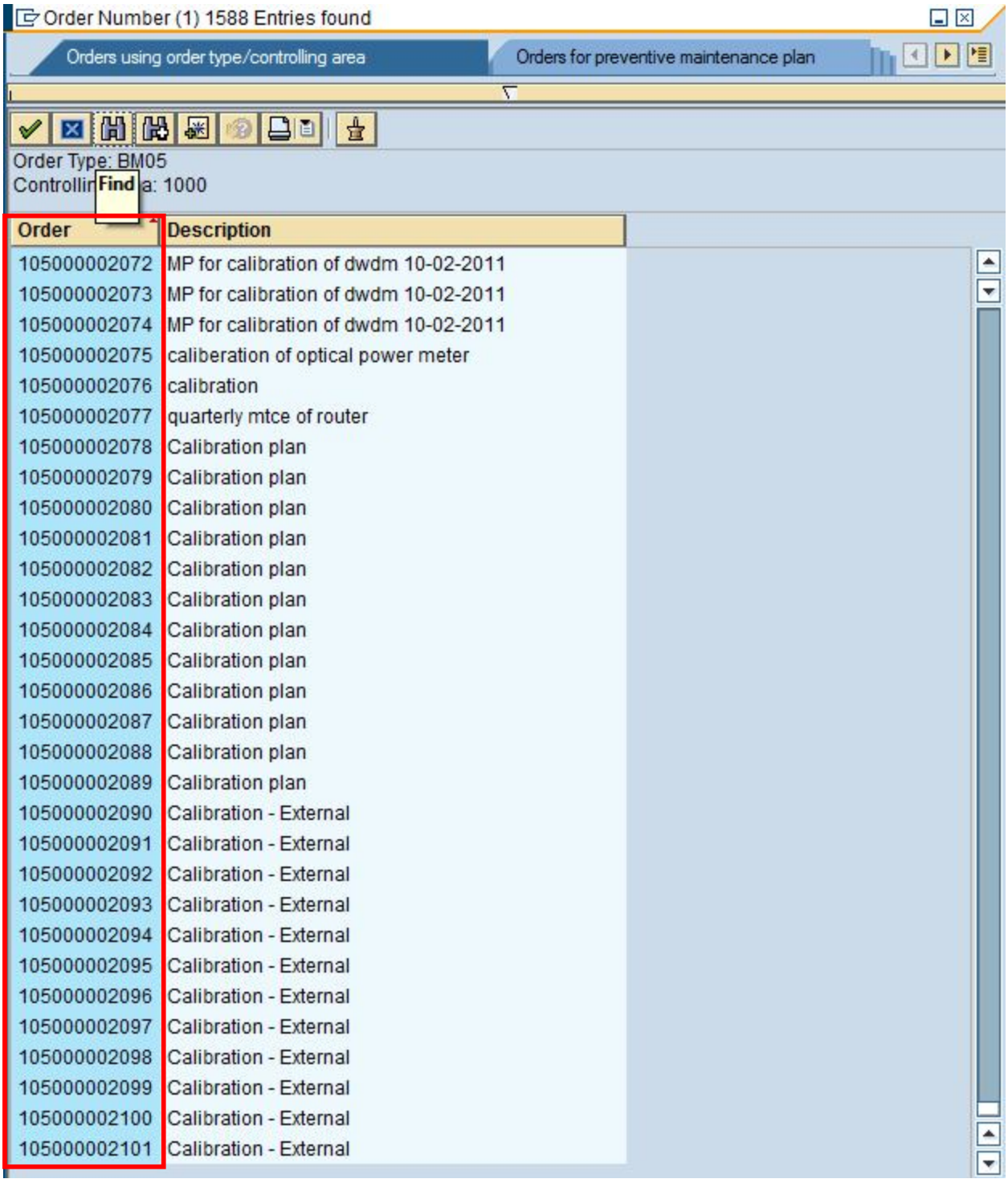


System will prompt for a List of Order Types Available



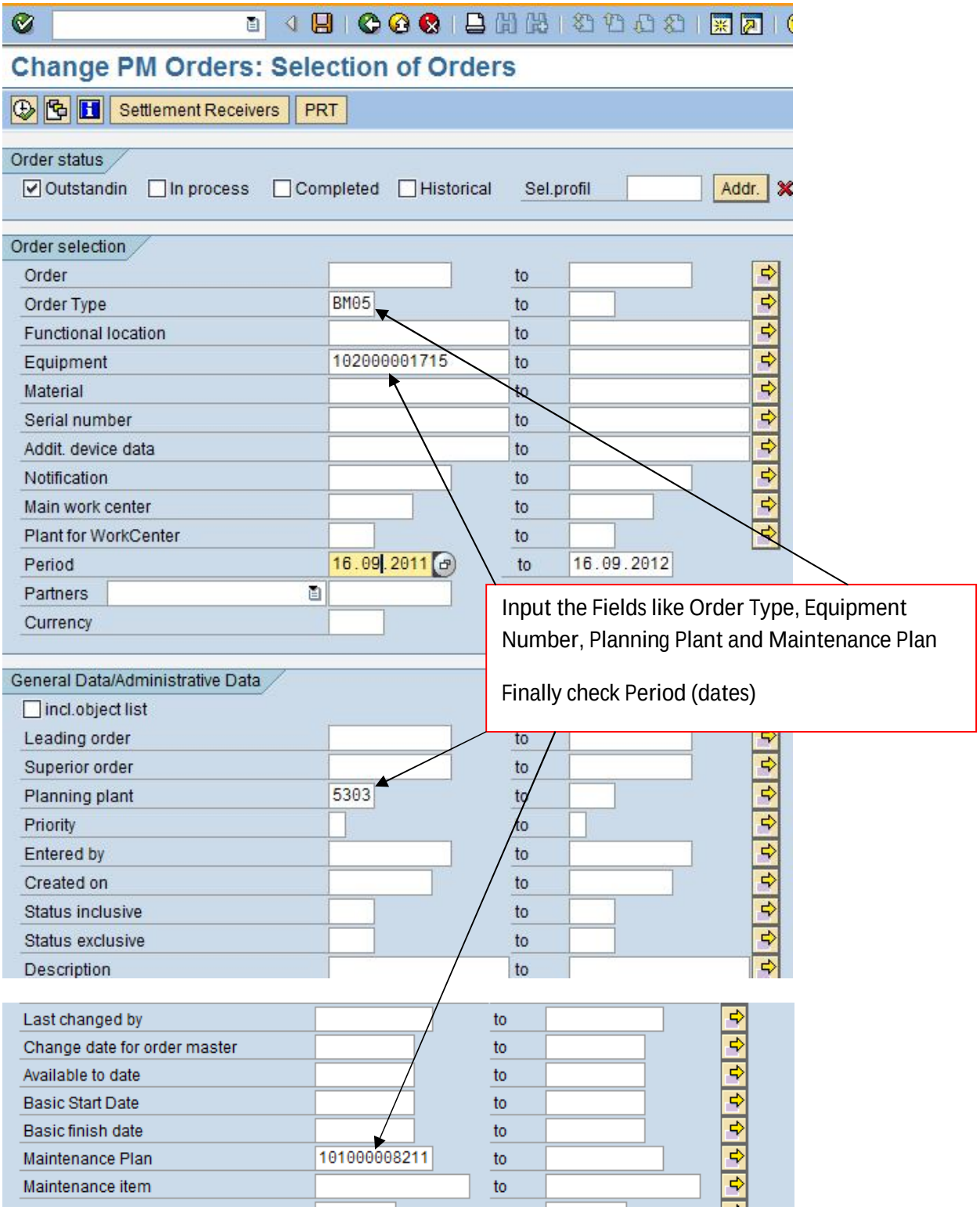
Double click on the Suitable Order Type


Order Number (1)
Orders using order type/controlling area
Orders for preventive maintenance plan
Order Type
BM05
Controlling Area
Order
Description
Maximum No. of Hits
2500
Change the Maximum No Of Hits to the
required Number and Click on Continue

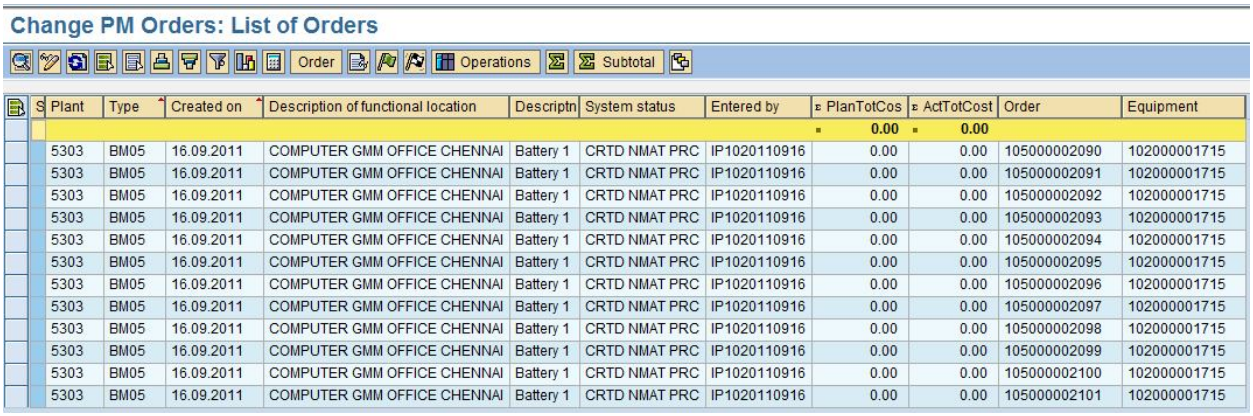

Order Number (1) 1588 Entries found
Orders using order type/controlling area
Orders for preventive maintenance plan
Order Type: BM05
Controllin a: 1000
Find
Order
Description
105000002072 MP for calibration of dwdm 10-02-2011
105000002073 MP for calibration of dwdm 10-02-2011
105000002074 MP for calibration of dwdm 10-02-2011
105000002075 caliberation of optical power meter
105000002076 calibration
105000002077 quarterly mtce of router
105000002078 Calibration plan
105000002079 Calibration plan
105000002080 Calibration plan
105000002081 Calibration plan
105000002082 Calibration plan
105000002083 Calibration plan
105000002084 Calibration plan
105000002085 Calibration plan
105000002086 Calibration plan
105000002087 Calibration plan
105000002088 Calibration plan
105000002089 Calibration plan
105000002090 Calibration - External
105000002091 Calibration - External
105000002092 Calibration - External
105000002093 Calibration - External
105000002094 Calibration - External
105000002095 Calibration - External
105000002096 Calibration - External
105000002097 Calibration - External
105000002098 Calibration - External
105000002099 Calibration - External
105000002100 Calibration - External
105000002101 Calibration - External

From T Code IW38

SAP Menu	SAP Menu---Logistics---Plant Maintenance---Maintenance Processing---Order---Order List---Change
T Code	Type **IW38** in Command Field and press
User Menu	Select corresponding Node for IW38 / Change


Change PM Orders: Selection of Orders
Settlement Receivers
PRT
Order status
Outstandin
In process
Completed
Historical
Sel.profil
Addr.
Order selection
Order
Order Type
BM05
Functional location
Equipment
102000001715
Material
Serial number
Addit. device data
Notification
Main work center
Plant for WorkCenter
Period
16.09.2011
16.09.2012
Partners
Currency
General Data/Administrative Data
incl.object list
Leading order
Superior order
Planning plant
5303
Priority
Entered by
Created on
Status inclusive
Status exclusive
Description
Last changed by
Change date for order master
Available to date
Basic Start Date
Basic finish date
Maintenance Plan
101000008211
Maintenance item
to
Input the Fields like Order Type, Equipment Number, Planning Plant and Maintenance Plan
Finally check Period (dates)

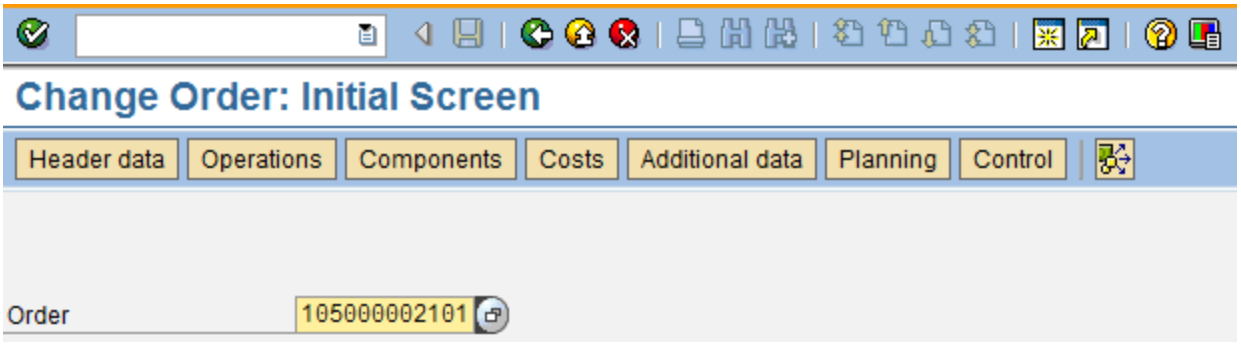
Click on Execute (Press F8 Key)



S	Plant	Type	Created on	Description of functional location	Descriptn	System status	Entered by	PlanTotCos	ActTotCost	Order	Equipment
								0.00	0.00		
	5303	BM05	16.09.2011	COMPUTER GMM OFFICE CHENNAI	Battery 1	CRTD NMAT PRC	IP1020110916	0.00	0.00	105000002090	102000001715
	5303	BM05	16.09.2011	COMPUTER GMM OFFICE CHENNAI	Battery 1	CRTD NMAT PRC	IP1020110916	0.00	0.00	105000002091	102000001715
	5303	BM05	16.09.2011	COMPUTER GMM OFFICE CHENNAI	Battery 1	CRTD NMAT PRC	IP1020110916	0.00	0.00	105000002092	102000001715
	5303	BM05	16.09.2011	COMPUTER GMM OFFICE CHENNAI	Battery 1	CRTD NMAT PRC	IP1020110916	0.00	0.00	105000002093	102000001715
	5303	BM05	16.09.2011	COMPUTER GMM OFFICE CHENNAI	Battery 1	CRTD NMAT PRC	IP1020110916	0.00	0.00	105000002094	102000001715
	5303	BM05	16.09.2011	COMPUTER GMM OFFICE CHENNAI	Battery 1	CRTD NMAT PRC	IP1020110916	0.00	0.00	105000002095	102000001715
	5303	BM05	16.09.2011	COMPUTER GMM OFFICE CHENNAI	Battery 1	CRTD NMAT PRC	IP1020110916	0.00	0.00	105000002096	102000001715
	5303	BM05	16.09.2011	COMPUTER GMM OFFICE CHENNAI	Battery 1	CRTD NMAT PRC	IP1020110916	0.00	0.00	105000002097	102000001715
	5303	BM05	16.09.2011	COMPUTER GMM OFFICE CHENNAI	Battery 1	CRTD NMAT PRC	IP1020110916	0.00	0.00	105000002098	102000001715
	5303	BM05	16.09.2011	COMPUTER GMM OFFICE CHENNAI	Battery 1	CRTD NMAT PRC	IP1020110916	0.00	0.00	105000002099	102000001715
	5303	BM05	16.09.2011	COMPUTER GMM OFFICE CHENNAI	Battery 1	CRTD NMAT PRC	IP1020110916	0.00	0.00	105000002100	102000001715
	5303	BM05	16.09.2011	COMPUTER GMM OFFICE CHENNAI	Battery 1	CRTD NMAT PRC	IP1020110916	0.00	0.00	105000002101	102000001715

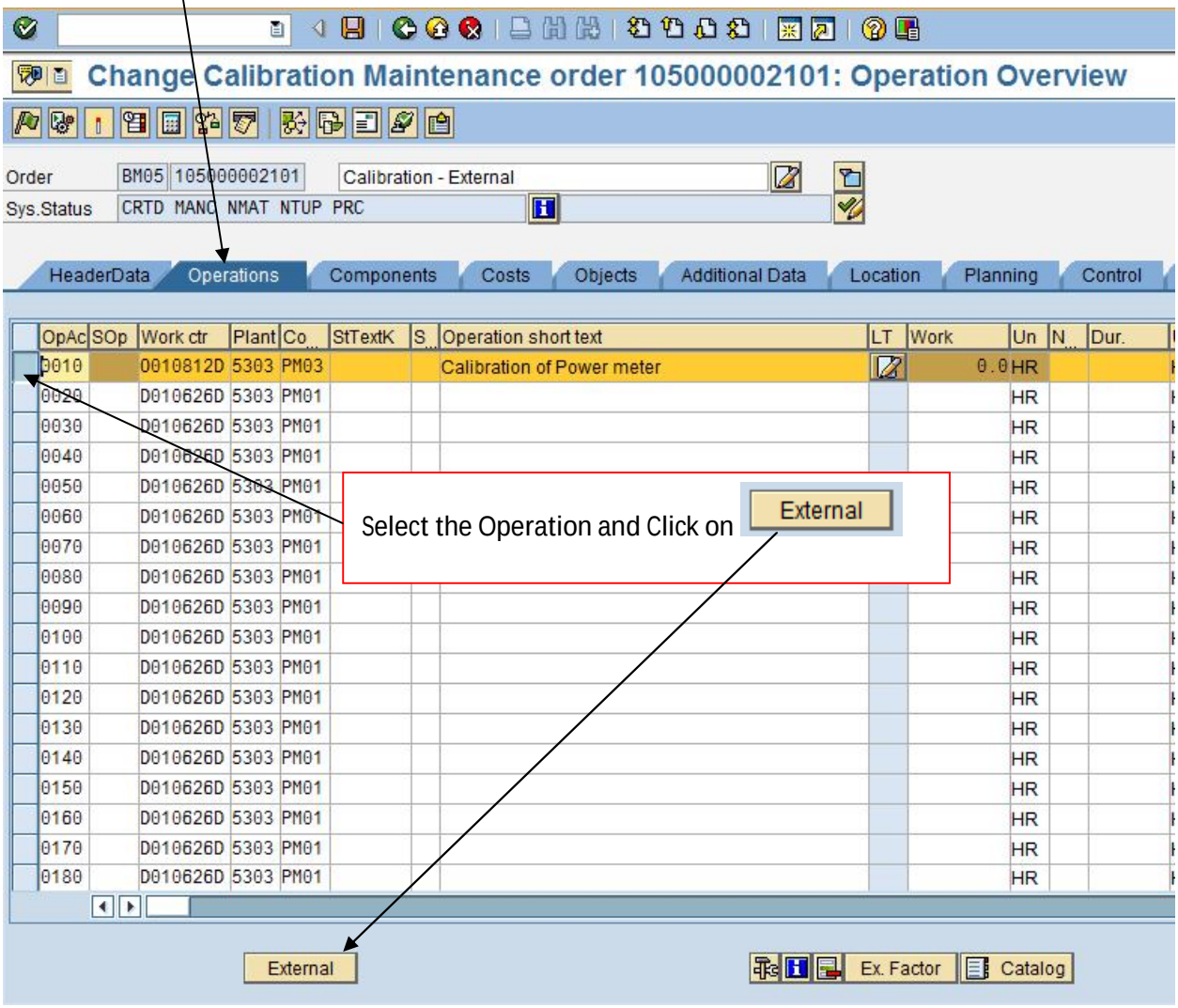
Service Planning Against Order

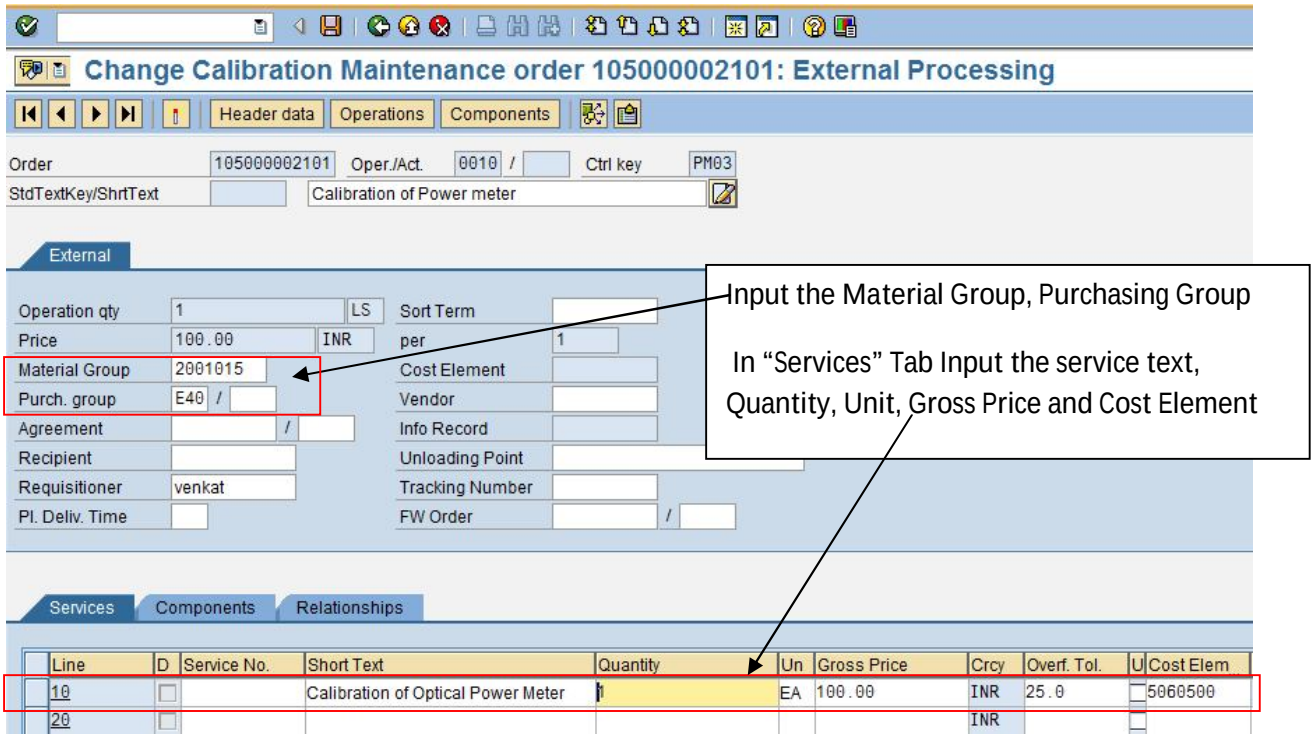
SAP Menu	SAP Menu---Logistics---Plant Maintenance---Maintenance Processing---Order---Change
T Code	Type **IW32** in Command Field and press
User Menu	Select corresponding Node for IW32 / Change

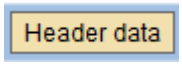


Input the Order Number and Click on Continue

Click on **"Operations"** Tab

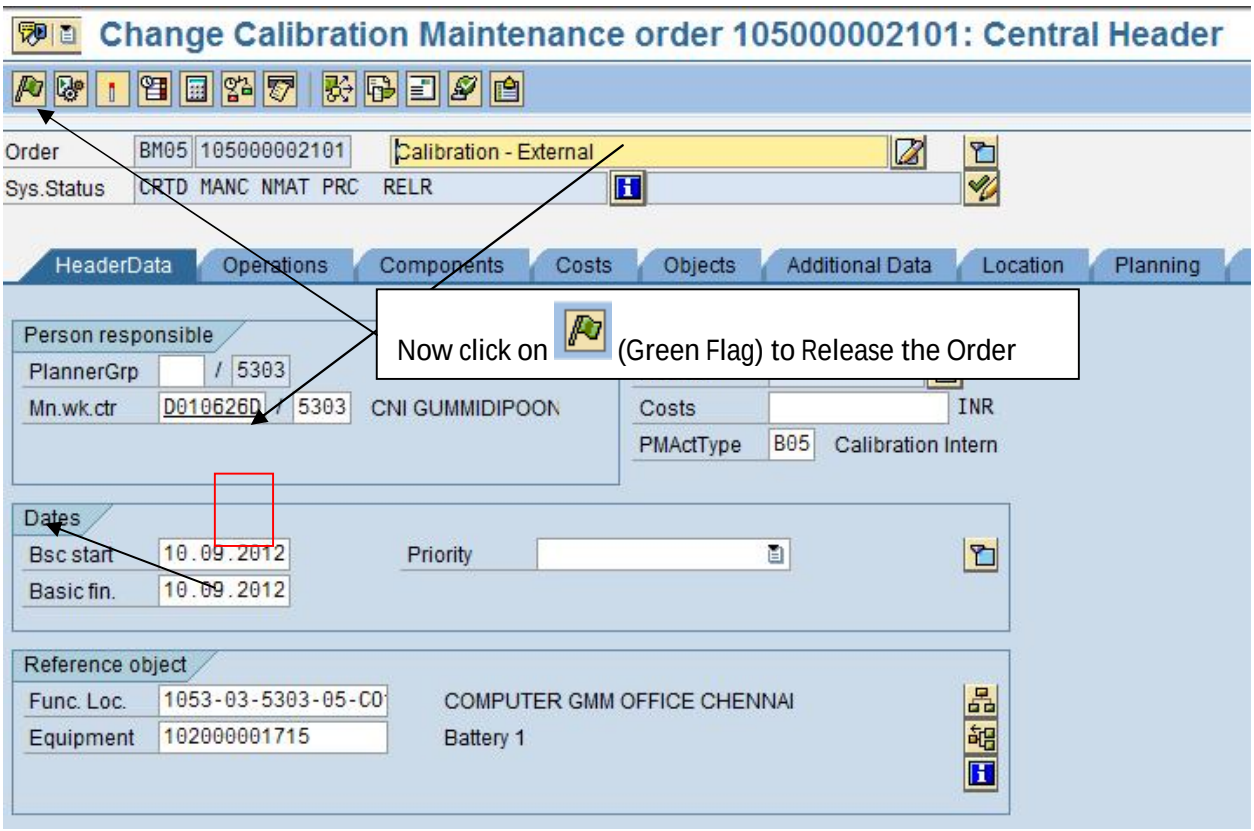


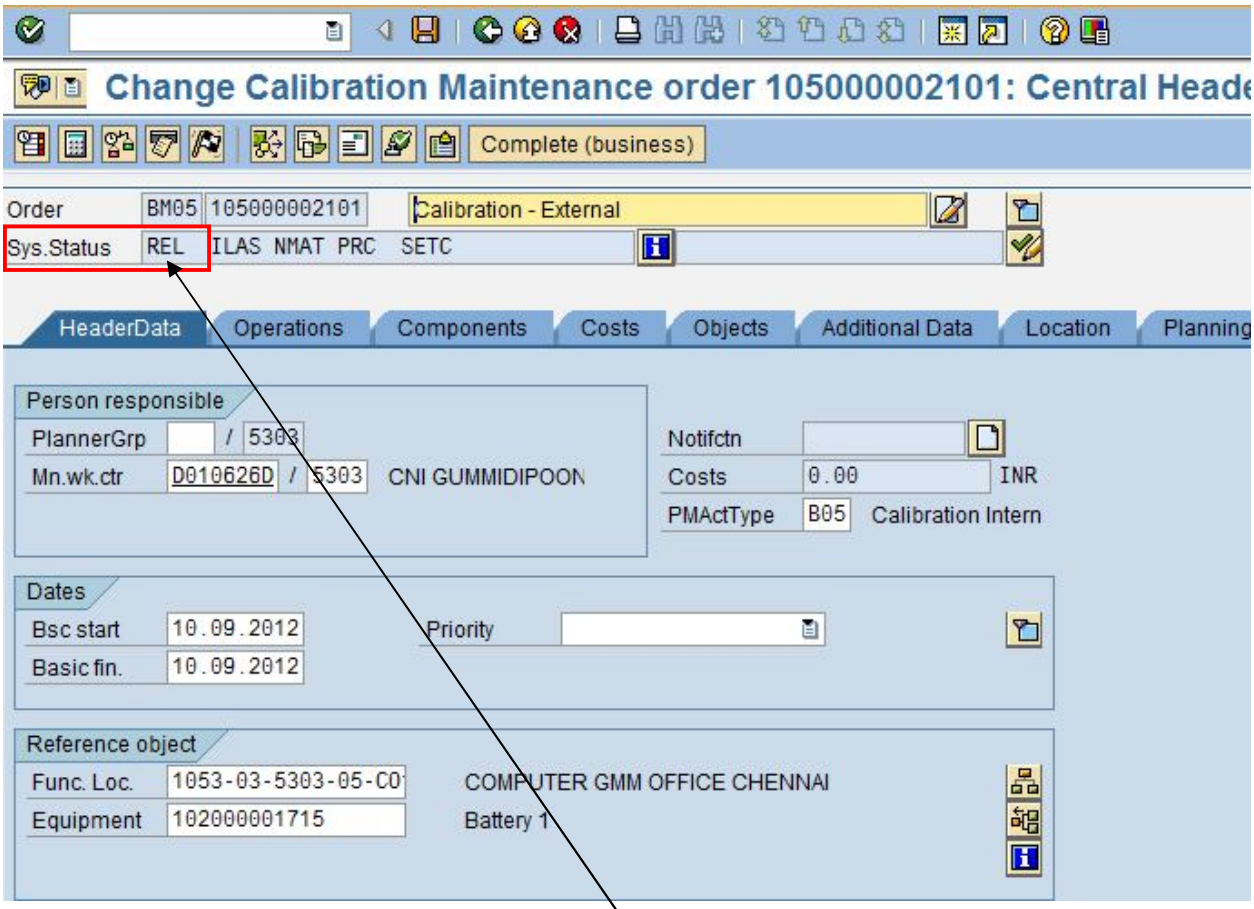


Click on Header Data 

Order Release

Click on Continue



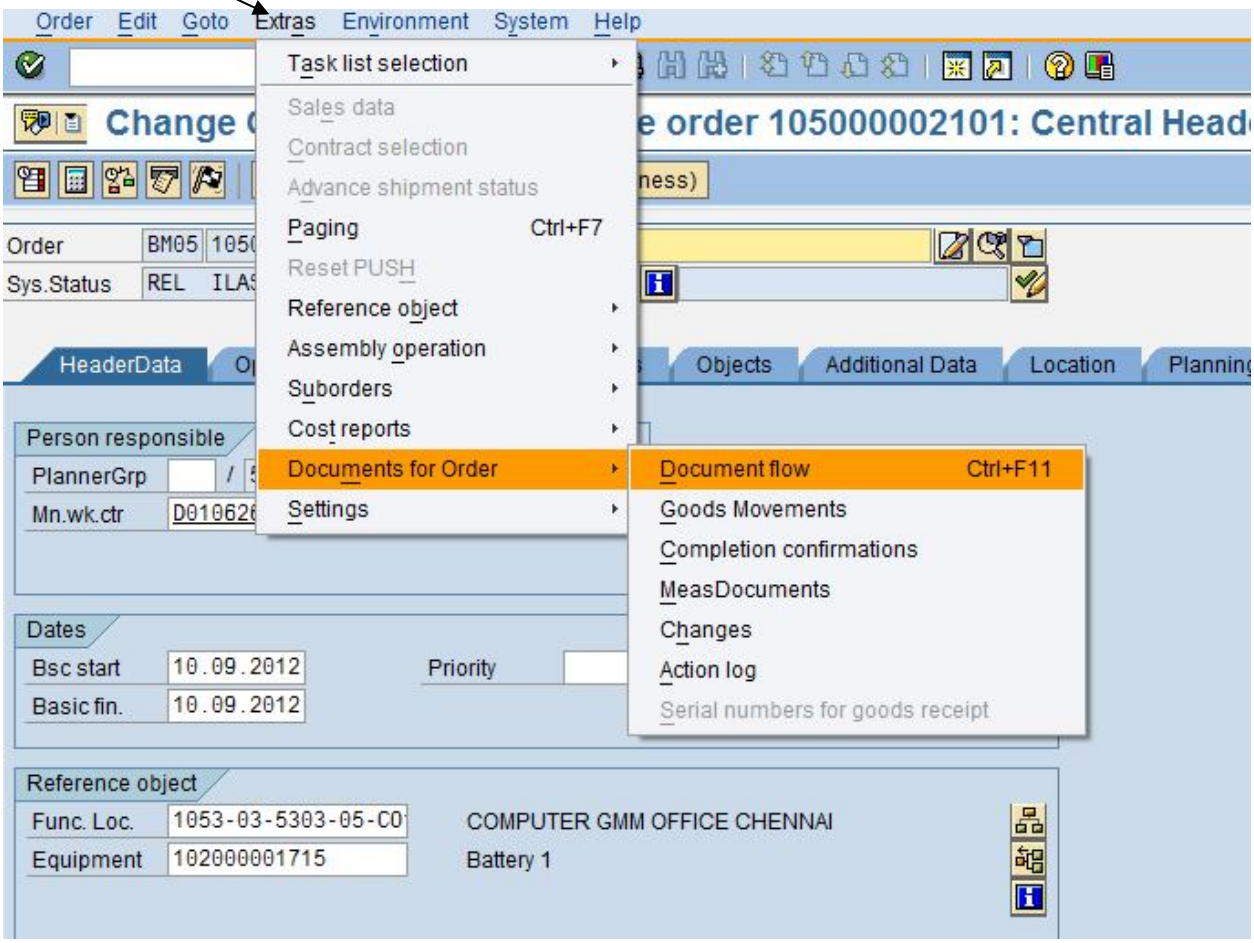


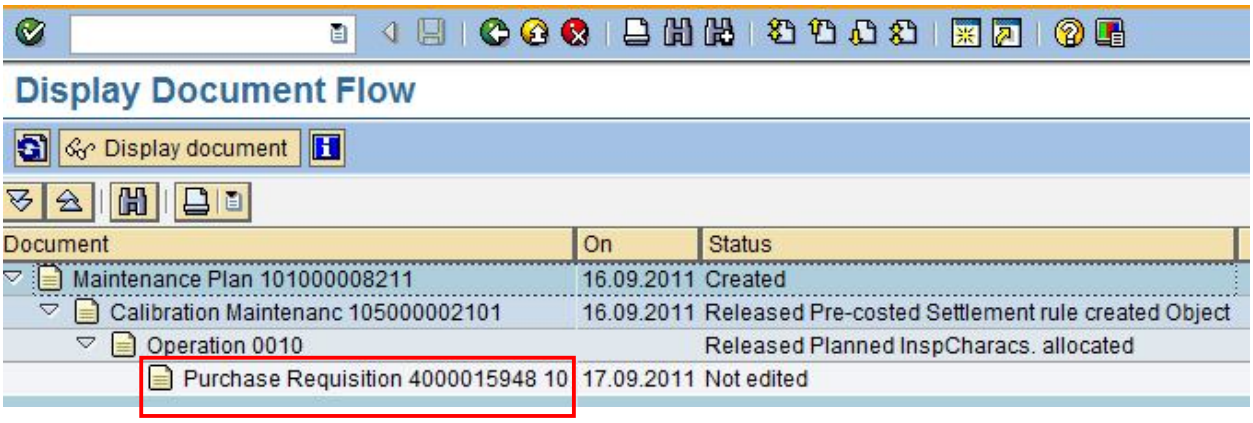
Order will be Released and System status is set to "REL"

Click on Save , Order is saved

To View the Purchase Requisition generated go to the order Change Mode using T code IW32

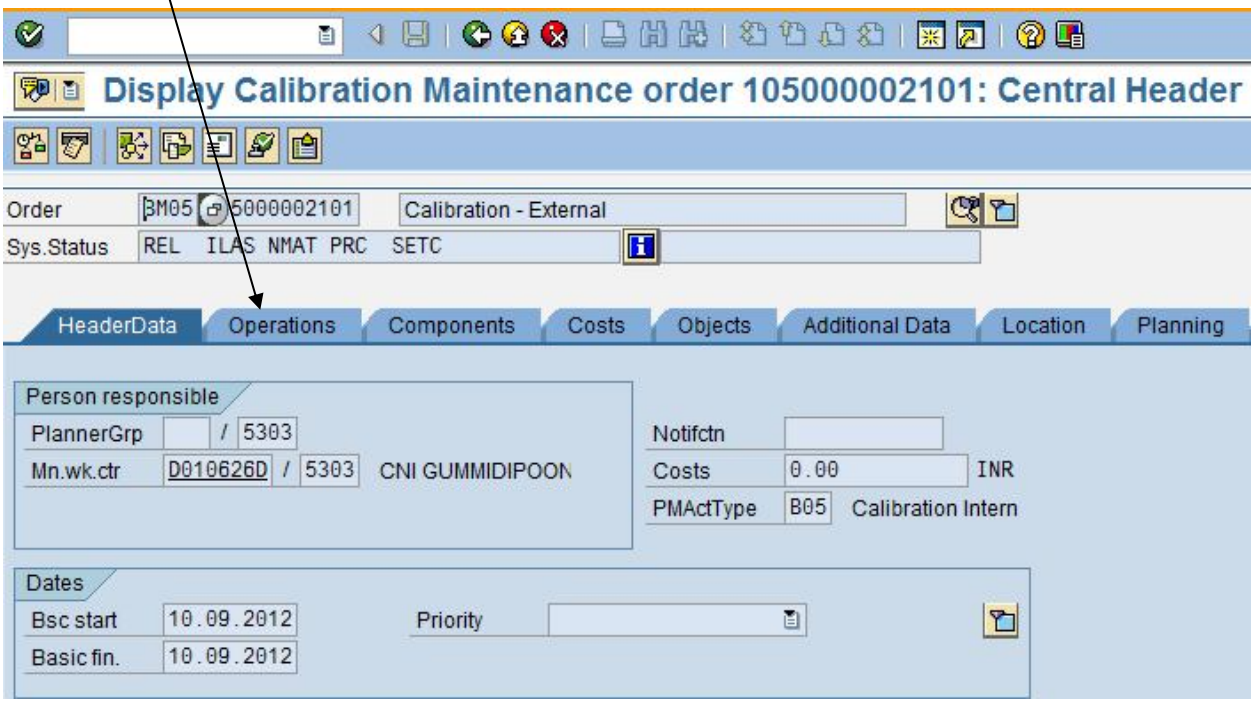
Click on **"Extras"**

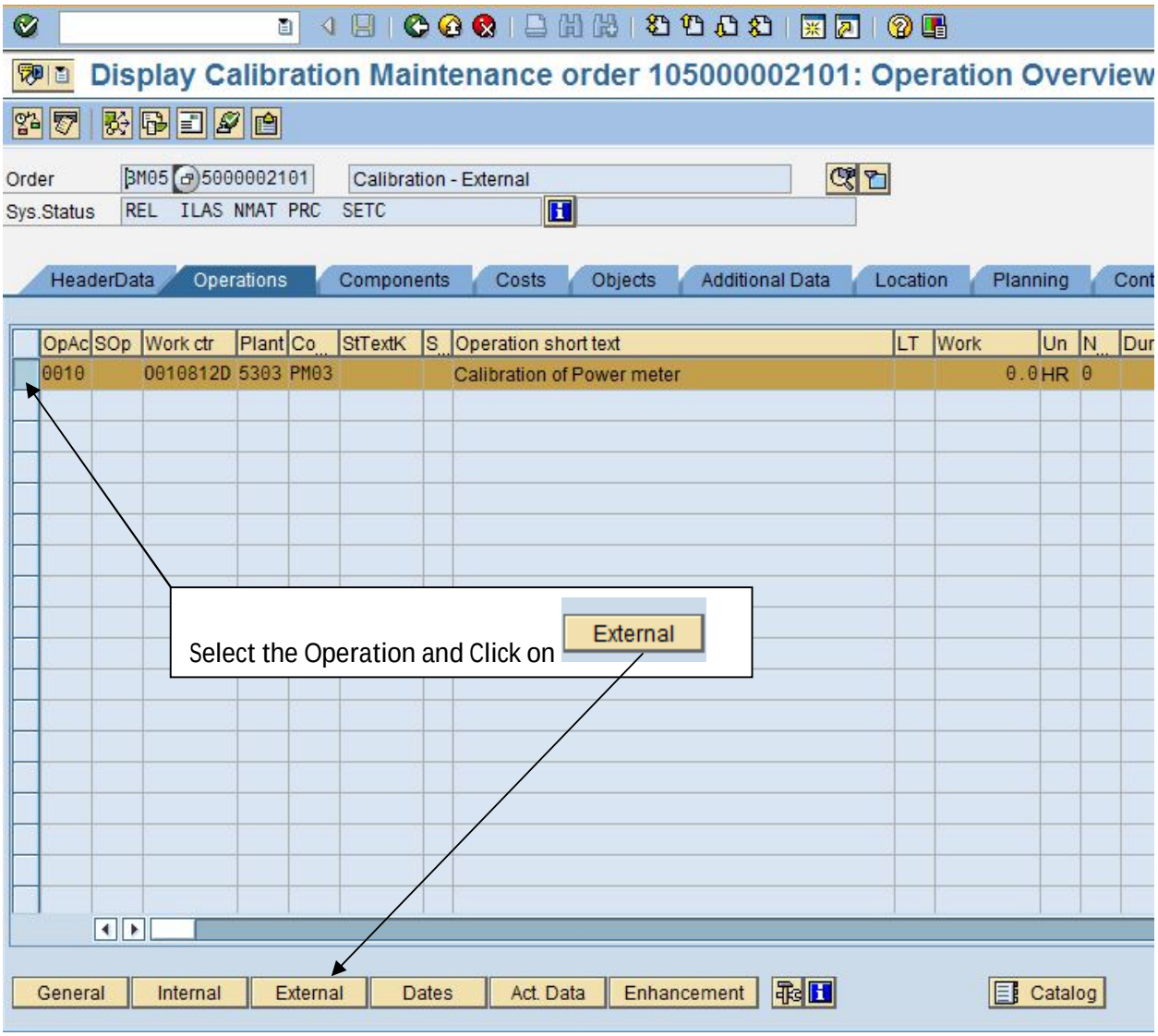


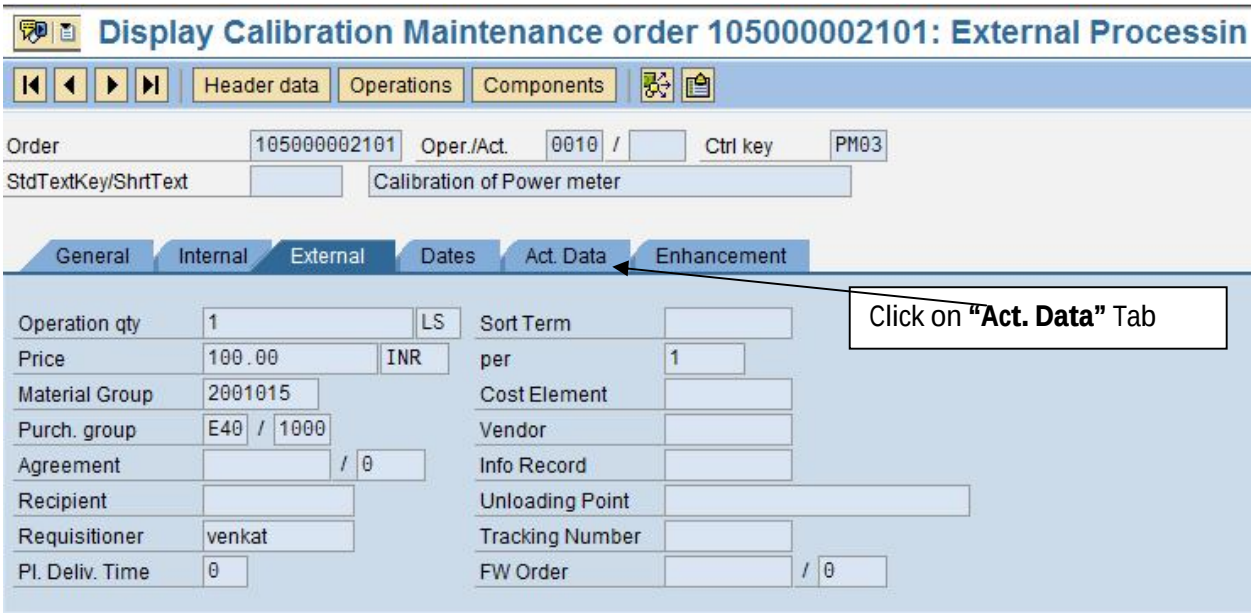


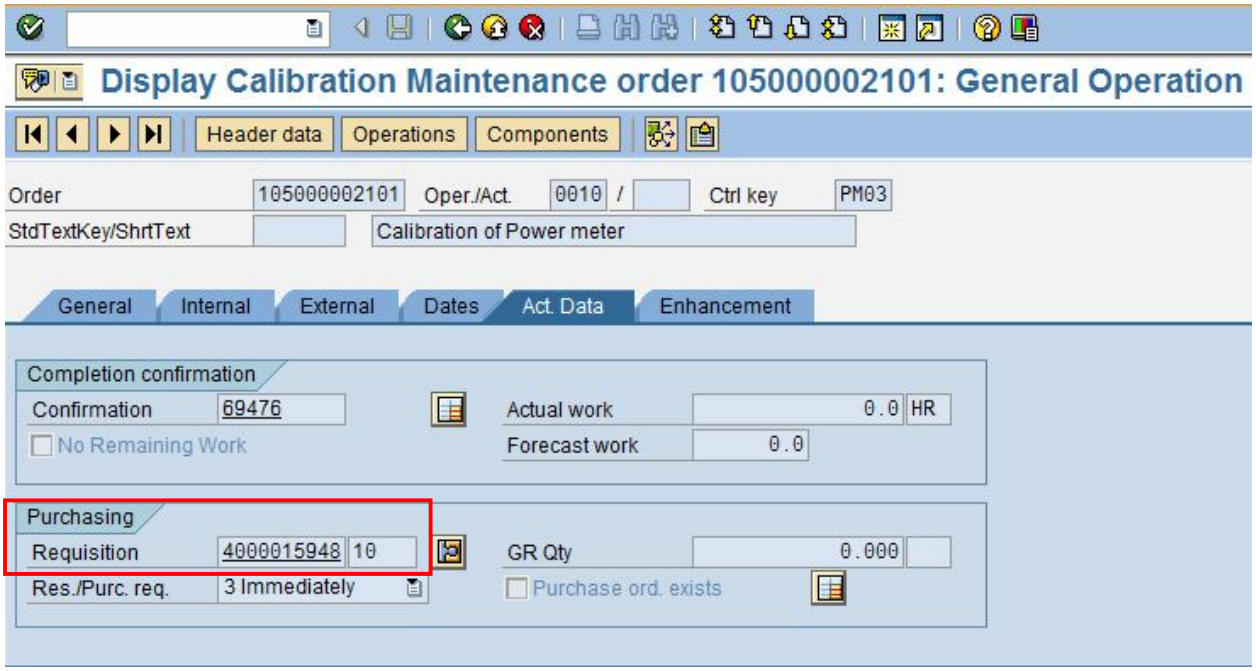
Or

Click on **"Operations"** Tab




Display Calibration Maintenance order 105000002101: Operation Overview
Order
PM05 5000002101
Calibration - External
Sys.Status
REL ILAS NMAT PRC SETC
HeaderData
Operations
Components
Costs
Objects
Additional Data
Location
Planning
OpAc SOp Work ctr Plant Co... StTextK S... Operation short text LT Work Un N... Dur
0010 0010812D 5303 PM03 Calibration of Power meter 0.0 HR 0
Select the Operation and Click on
External
General
Internal
External
Dates
Act. Data
Enhancement
Catalog


Display Calibration Maintenance order 105000002101: External Processin
Header data
Operations
Components
Order
105000002101
Oper./Act.
0010
Ctrl key
PM03
StdTextKey/ShrtText
Calibration of Power meter
General
Internal
External
Dates
Act. Data
Enhancement
Operation qty
1
LS
Sort Term
Price
100.00
INR
per
1
Material Group
2001015
Cost Element
Purch. group
E40
1000
Vendor
Agreement
0
Info Record
Recipient
Unloading Point
Requisitioner
venkat
Tracking Number
Pl. Deliv. Time
0
FW Order
0
Click on "Act. Data" Tab


Display Calibration Maintenance order 105000002101: General Operation
Header data
Operations
Components
Order
105000002101
Oper./Act.
0010
Ctrl key
PM03
StdTextKey/ShrtText
Calibration of Power meter
General
Internal
External
Dates
Act. Data
Enhancement
Completion confirmation
Confirmation
69476
No Remaining Work
Actual work
0.0
HR
Forecast work
0.0
Purchasing
Requisition
4000015948
10
GR Qty
0.000
Res./Purc. req.
3 Immediately
Purchase ord. exists

Maintenance Order Service Procurement

Please refer UM for Maintenance Order Enhancement (Service Planning)

Release Purchase Requisition

Refer the Materials Management Manual for Releasing the PR

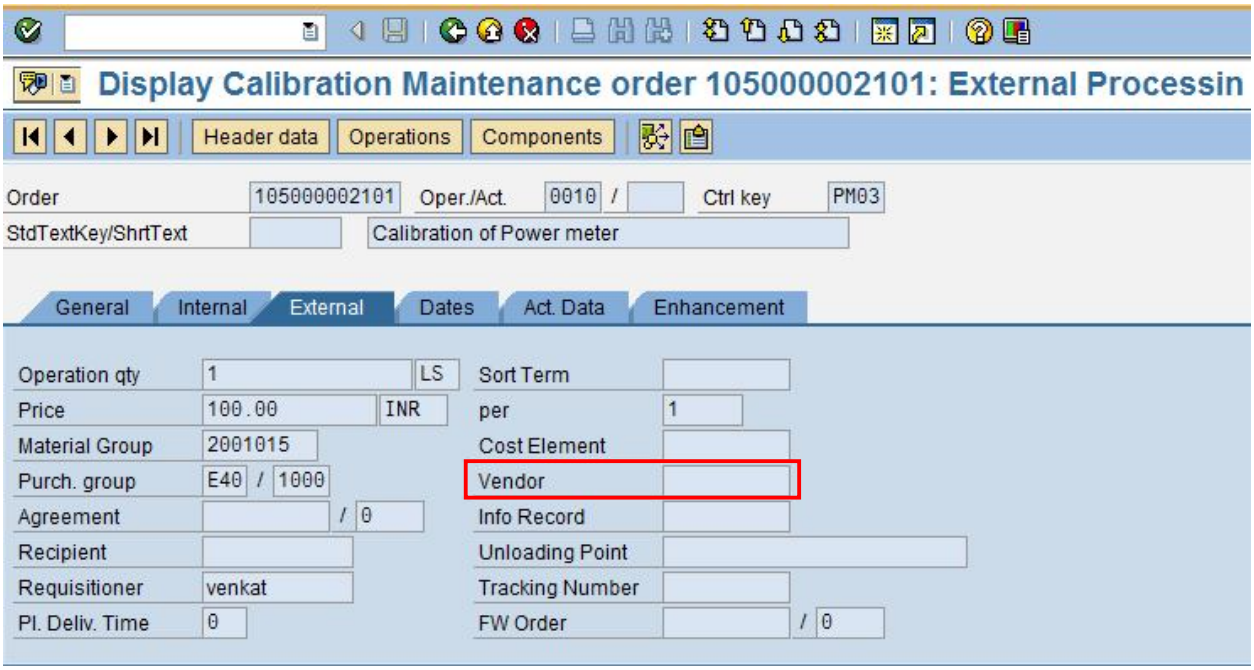
Quotation Process (Optional)

Refer the Materials Management Quotation Process

Enter the Vendor Details in Maintenance Order

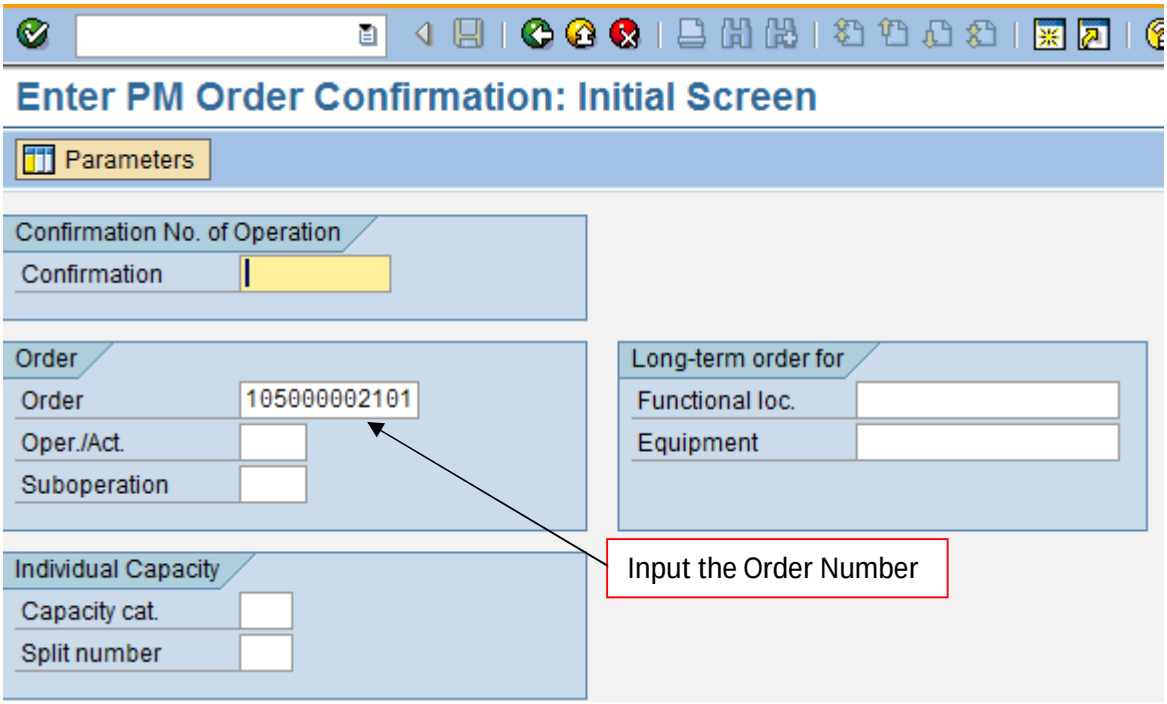
After the PO is released (Generated through the Quotation Process), the PO details are updated in the Maintenance Order

Information to the vendor is sent to vendor's Email ID through SAP as per the details maintained in the Vendor Docket Screen

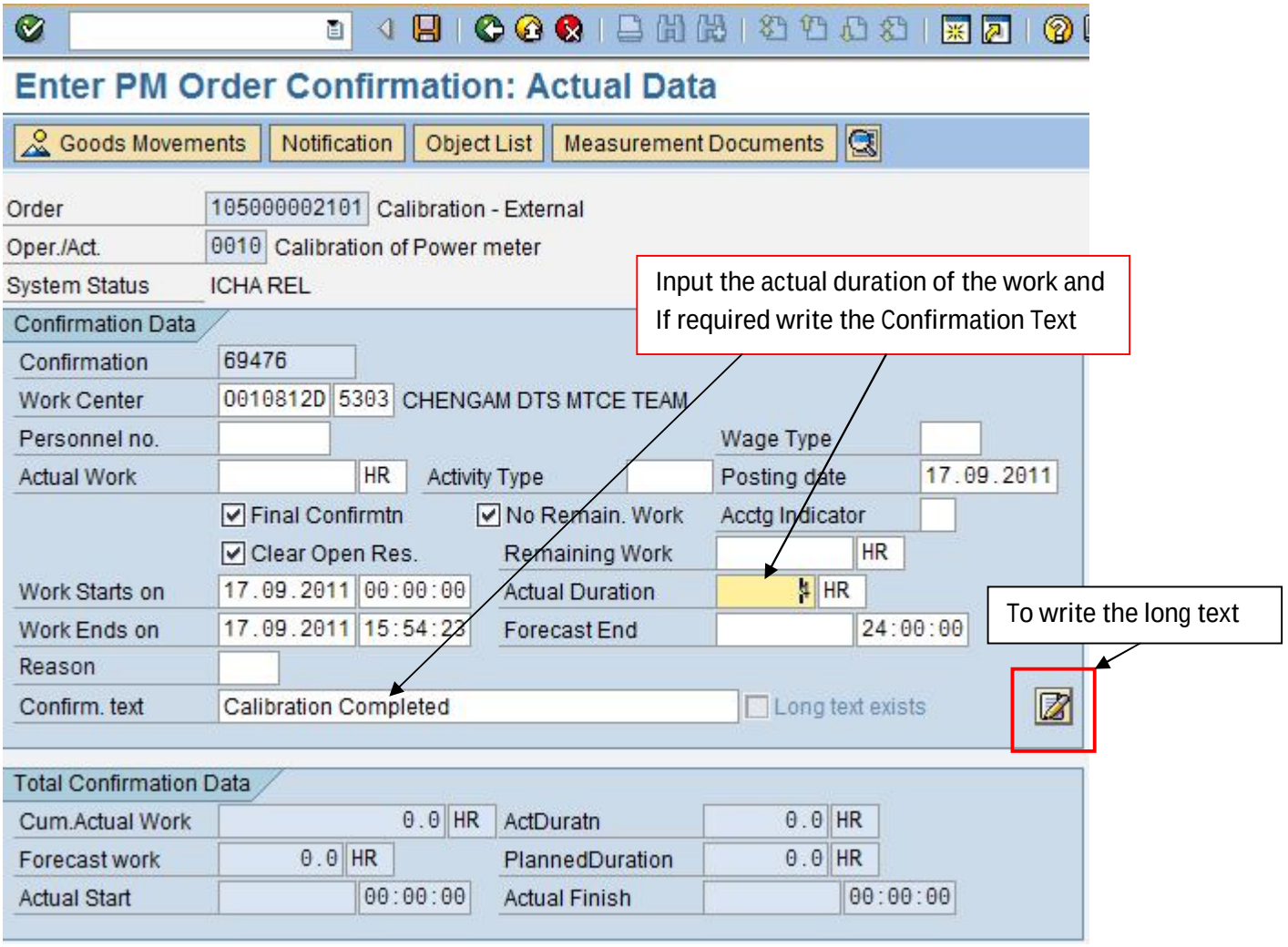


Order Confirmation

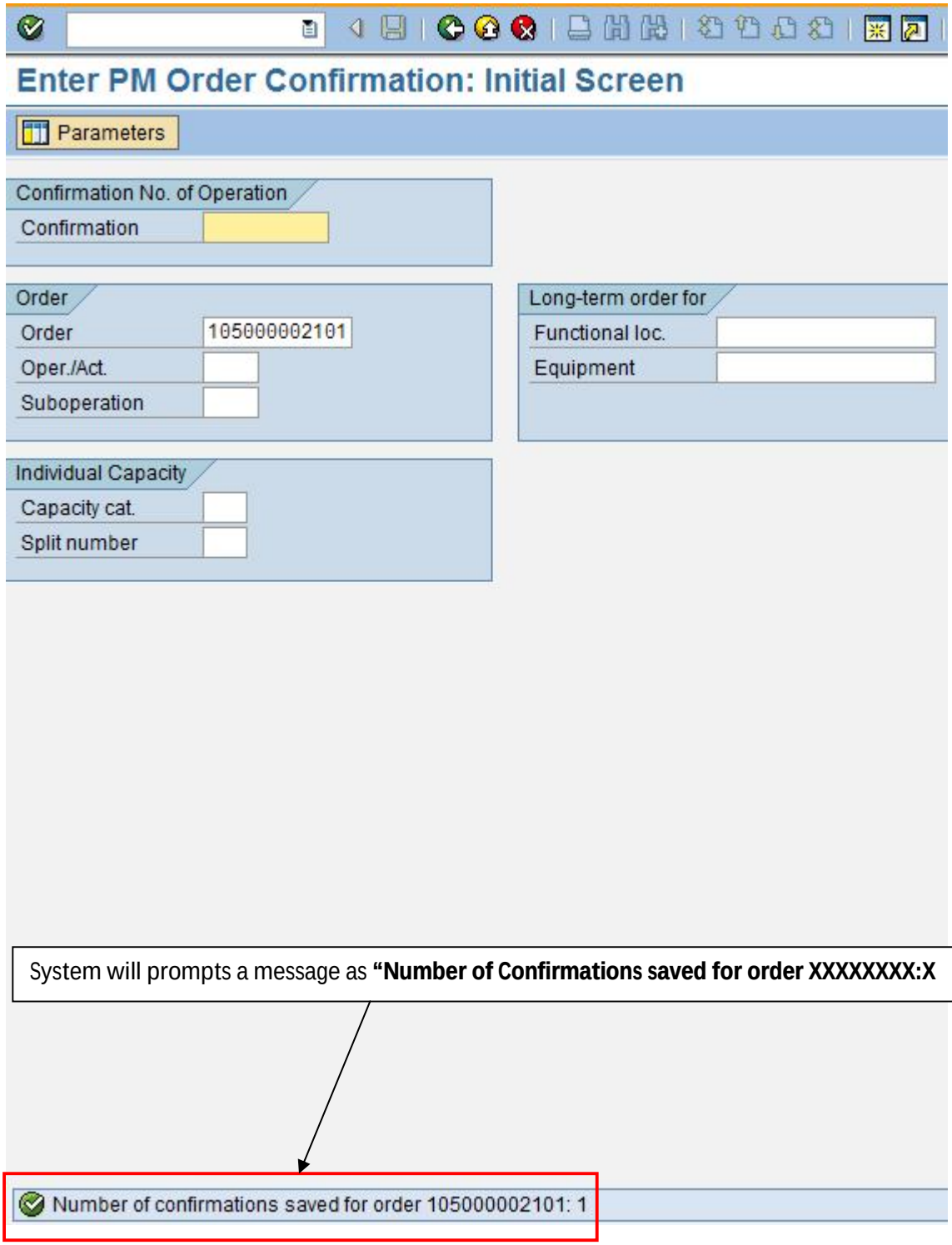
SAP Menu	SAP Menu---Logistics---Plant Maintenance---Maintenance Processing---Completion Confirmation---Entry---Individual Time Confirmation
T Code	Type **IW41** in Command Field and press
User Menu	Select corresponding Node for IW41 / Individual Time Confirmation



Click on Continue or Press "Enter" Key on the keyboard

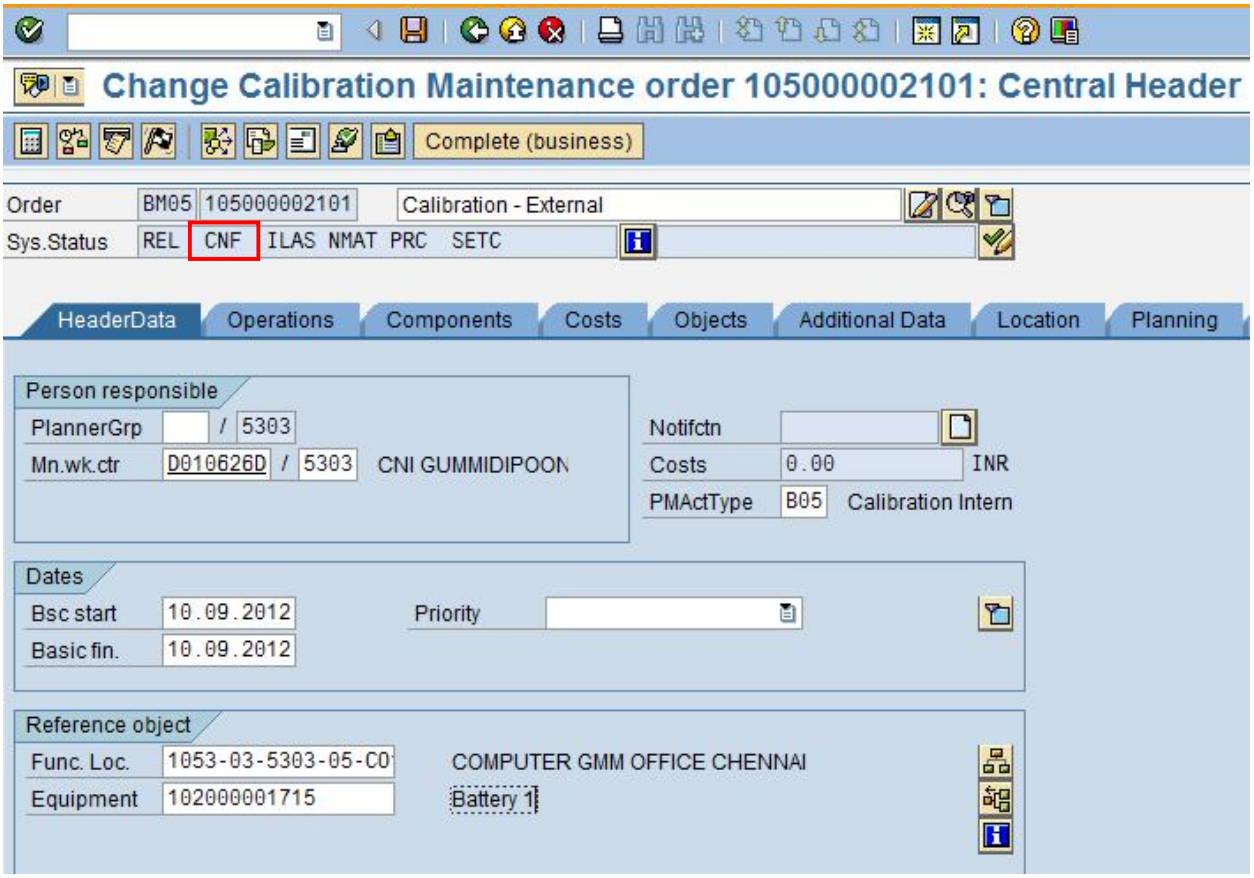


Click on Save



System will prompts a message as **"Number of Confirmations saved for order XXXXXXXX:X**

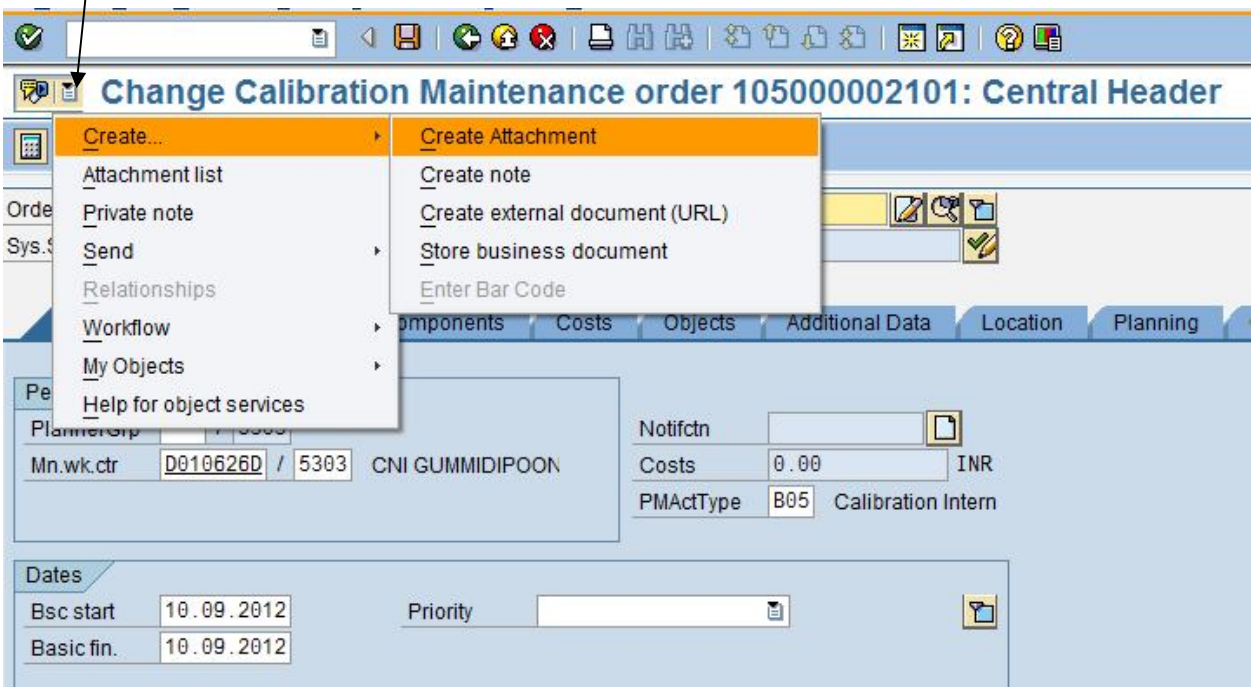
The Order Status is updated to **"CNF"**



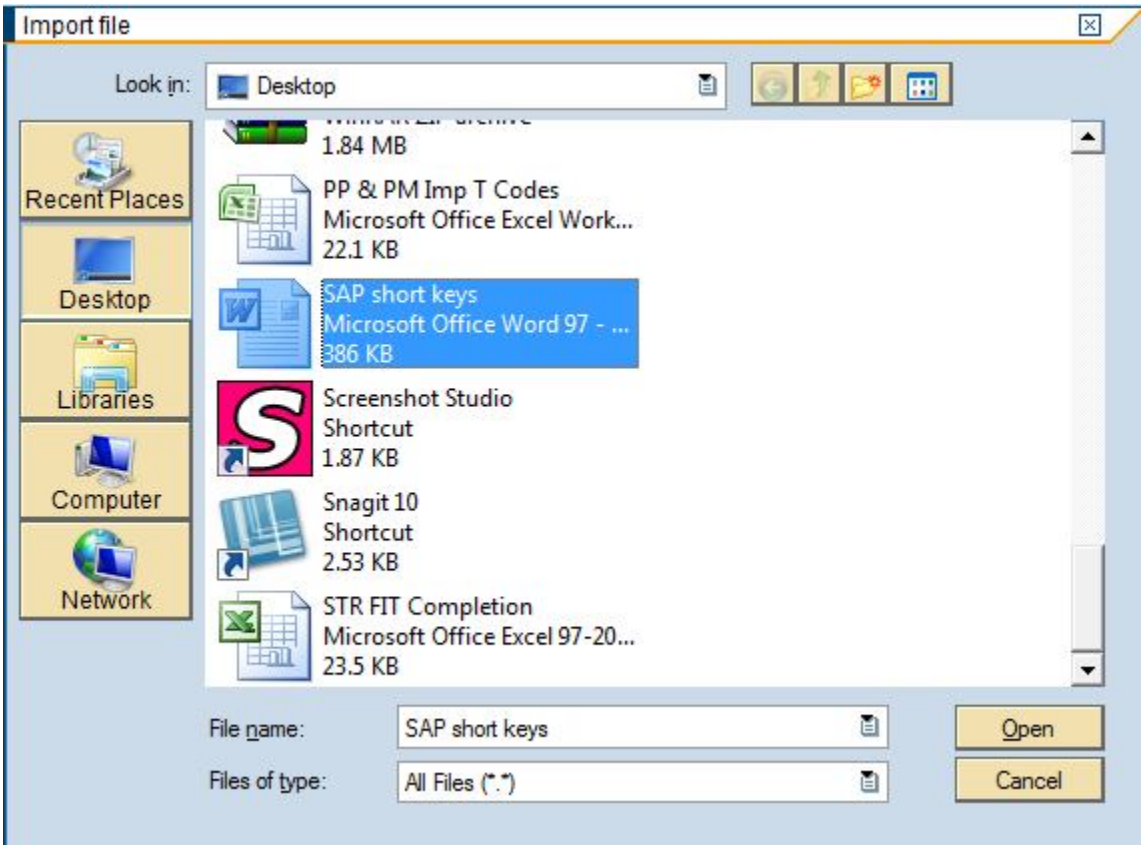
Upload / Attach Calibration Certificate issued by External Agency

SAP Menu	SAP Menu---Logistics---Plant Maintenance---Maintenance Processing---Completion Confirmation---Entry---Individual Time Confirmation
T Code	Type **IW41** in Command Field and press
User Menu	Select corresponding Node for IW41 / Individual Time Confirmation

Click on



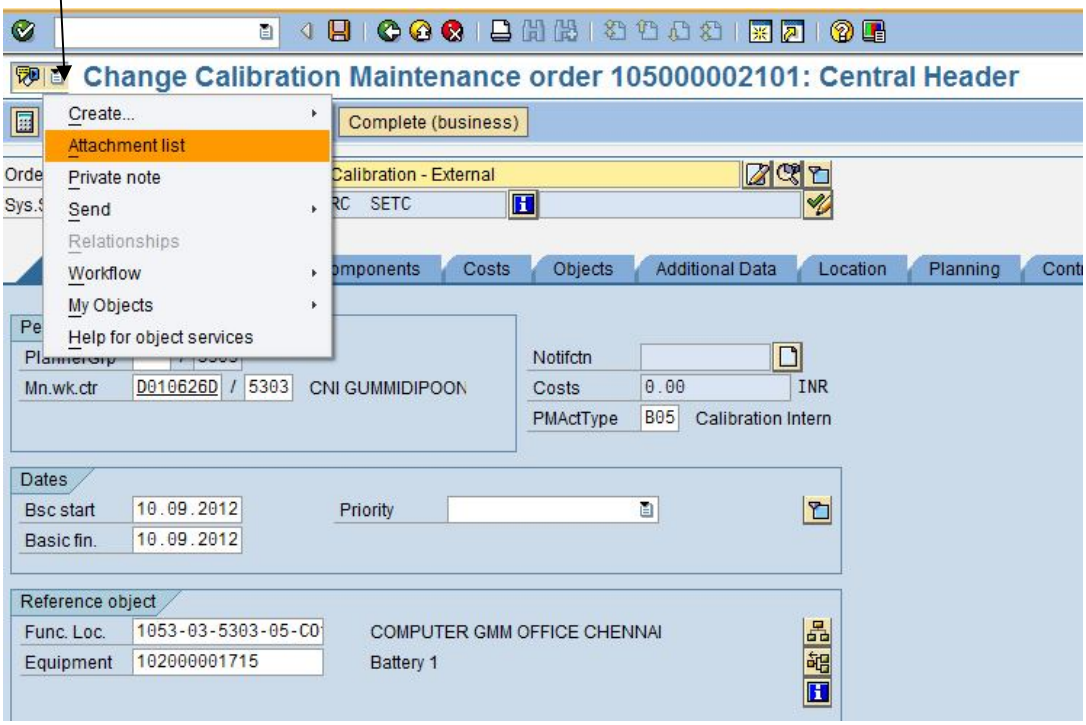
System will prompt for pop-up window as below



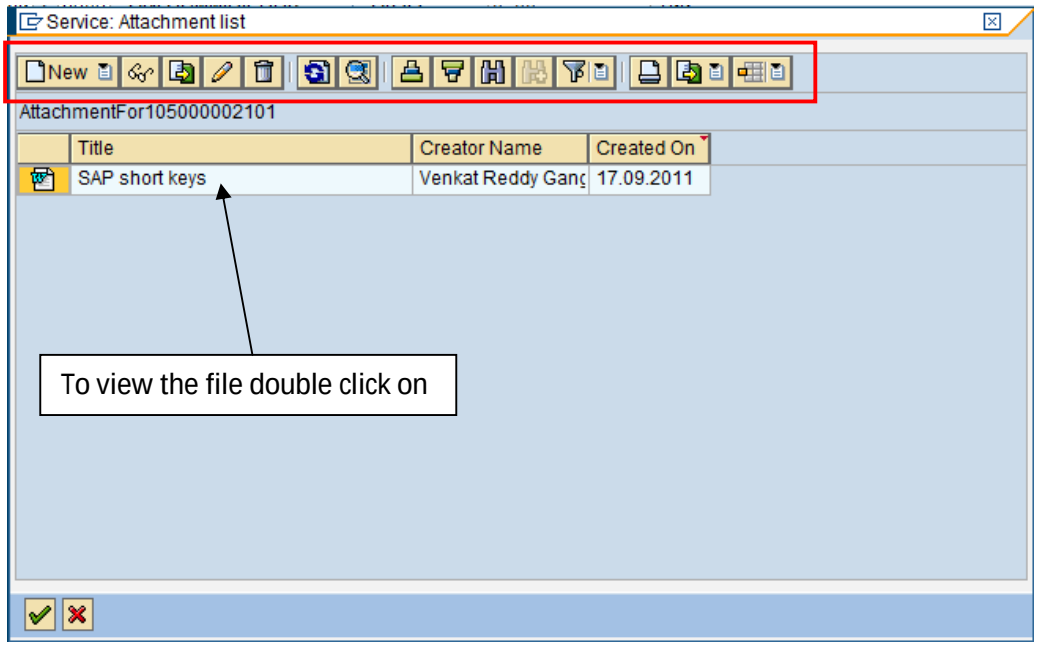
Double click on the suitable file, File will be attached automatically

To View the attached file follow the below procedure

Click on

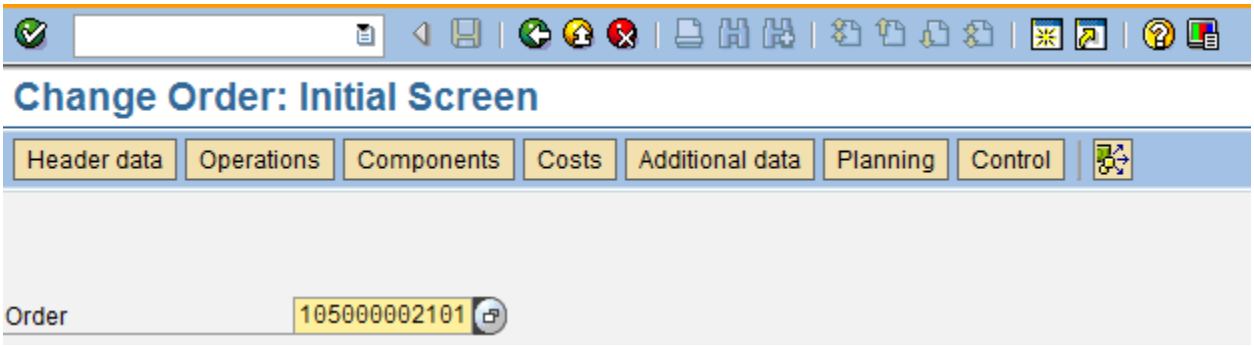


System will prompt a pop-up window as below

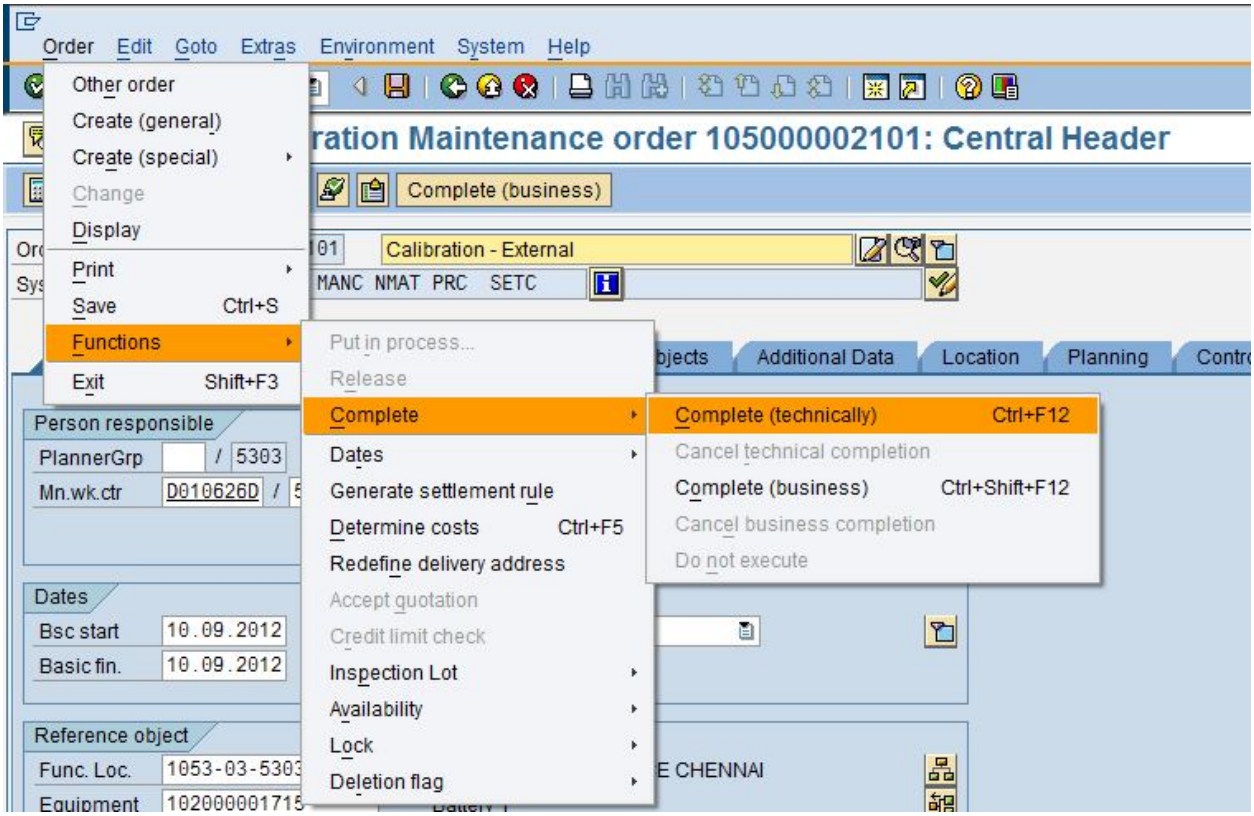


Order Confirmation

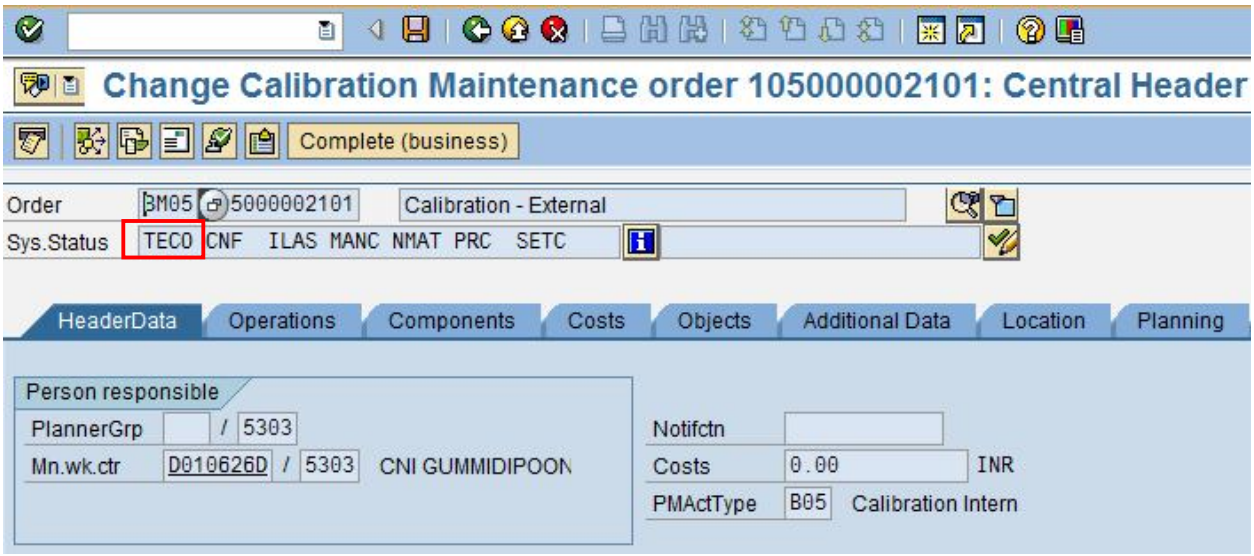
SAP Menu	SAP Menu---Logistics---Plant Maintenance---Maintenance Processing---Order---Change
T Code	Type **IW32** in Command Field and press
User Menu	Select corresponding Node for IW32 / Change



Input the order number and click on continue



After Technical Completion of the Order the status will be updated to **"TECO"**



Note: if the Maintenance order is generated from Notification, Notification is to be completed

Service Entry Sheet for External Services

Refer the MM Process for Service Entry Sheet

Work Certification

Refer the Vendor Service Verification Script

Debit Note Request

(For Imposing of Penalty)

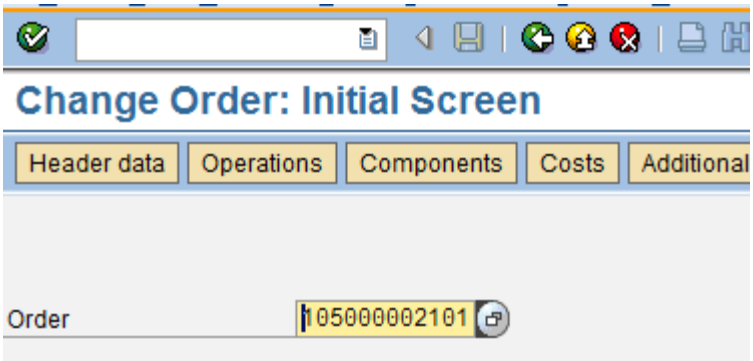
After the Debit / Credit note completed follow the below steps

Maintenance Order Settlement

At the month end, finance department will open the orders which are technically completed and Settle them, after the settlement the actual cost of the order will be transferred to the cost centre, And actual cost of the order will become zero. After this activity the order will be Business Completed

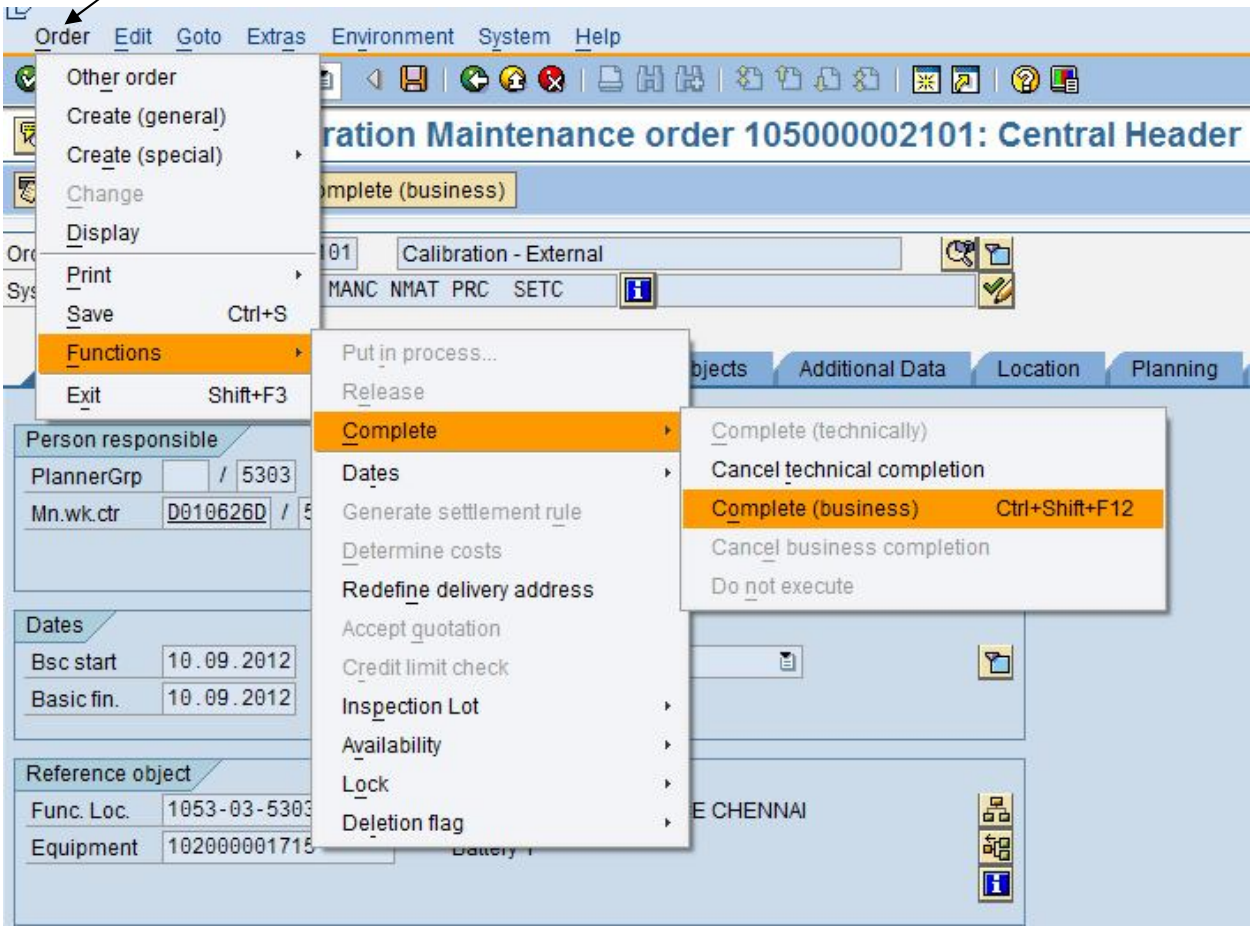
Business Completion of Maintenance Order

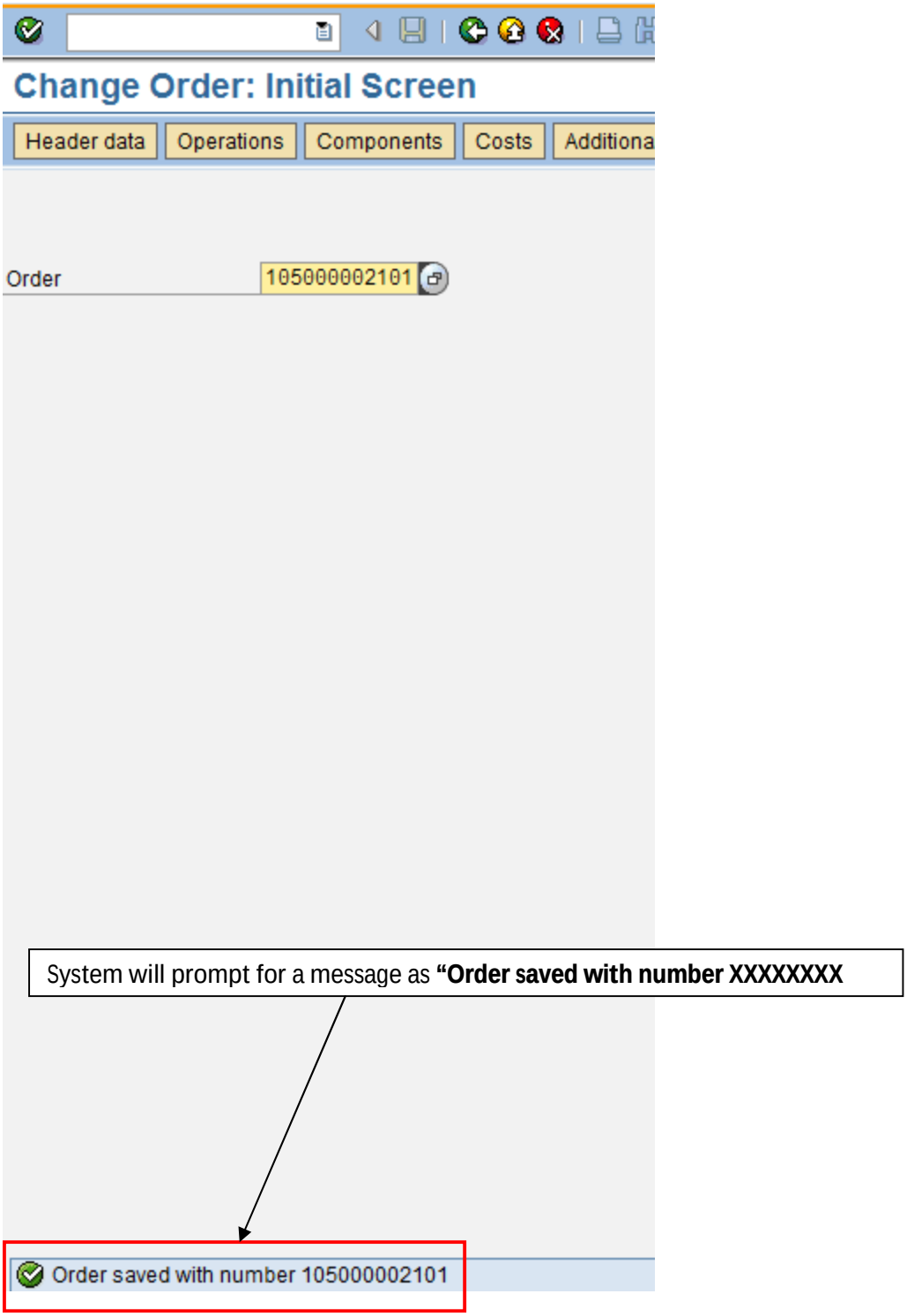
SAP Menu	SAP Menu---Logistics---Plant Maintenance---Maintenance Processing---Order---Change
T Code	Type **IW32** in Command Field and press
User Menu	Select corresponding Node for IW32 / Change



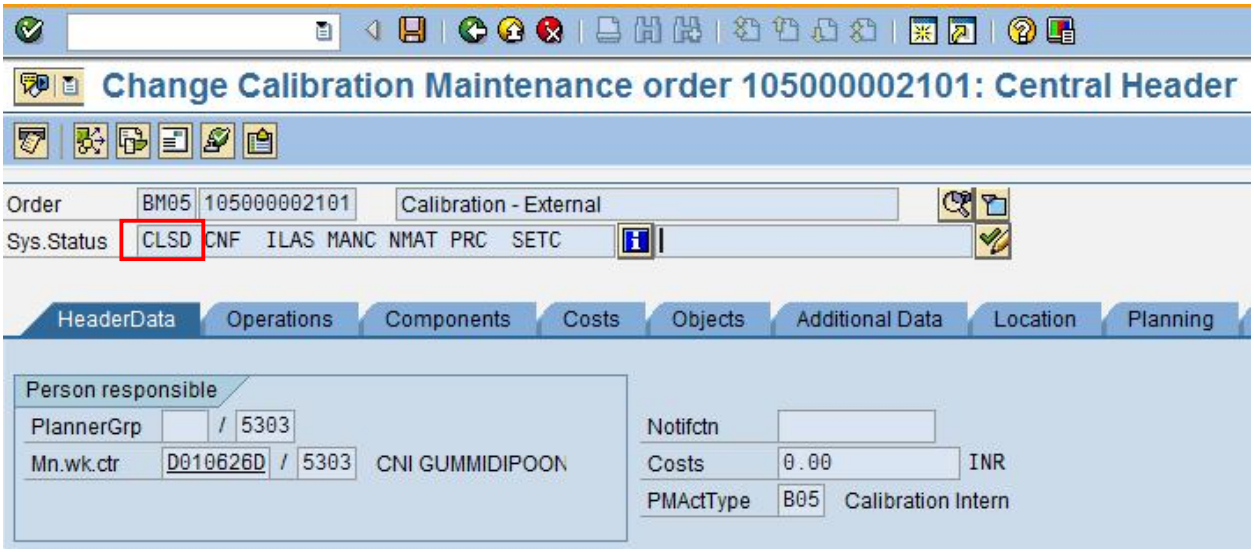
Input the Order Number and Click on Continue

Click on Order





The Order status will be updated to **"CLSD"** Closed as below



With the above the Calibration – External Process is Completed.

Note 1: For External Processing of Service, please refer Breakdown Maintenance Manual

Note 2: For PO, RFQ, Contract, SES creation please refer MM User Manuals